

CENTRAL LAND COUNCIL JOB DESCRIPTION

POSITION TITLE:	Land Management Administration Officer
POSITION NUMBER:	LM009, LM010
CLASSIFICATION LEVEL:	ASO 3 – ASO 4
POSITION LOCATION:	CLC Head Office 27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Manager, Land Management
LAST REVIEWED:	January 2017

ABORIGINAL IDENTIFIED POSITION

KEY FUNCTION

The position is responsible for providing administrative, logistical and information management support to the Manager and staff of the Land Management section, incorporating staff of the Alice Springs Cameron Street Office and the network of remotely based CLC ranger groups engaged in natural and cultural resource management activities across the CLC region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide day-to-day administrative and logistical support to all Land Management staff; in particular, the Regional Land Management Coordinators, the Coordinator Employment and Training and the Ranger Group Coordinators in the performance of their functions and related communications with the network of remote staff across the CLC region;
2. Perform administrative functions to ensure compliance with CLC policies and procedures in relation to record management, expenditure, employment conditions (e.g. timesheets, leave applications), reporting and facilitate timely responses on related corporate service matters;
3. Facilitate the provision of day-to-day IT and office equipment user support to all LM staff as required and assist in building the capacity of rangers and ranger support staff in the use of Microsoft software (e.g. Word, Excel, PowerPoint), the Internet, CLC Intranet and email;
4. Support the production and distribution of newsletters, reports and other materials promoting Land Management Section and Ranger Program activities and outcomes in accordance with CLC and funding body requirements;
5. Produce regular information sheets to inform staff of new developments and changes within the section;
6. Assist in promoting and maintaining a safe working environment for staff through compliance with best practice WH&S requirements for tasks undertaken and adherence to those requirements using established Standard Operations Procedures (SOP);
7. Contribute to the safekeeping, maintenance and management of the infrastructure, equipment, resources and assets of the Land Management Section and all related programs. Maintain a central register of all assets;
8. Maintain currency of the Land Management training and mentoring database as advised by the Ranger Trainer and Coordinator Employment and Training;
9. Assist in the collection, collation and analysis of information and data on section activities, performance and development to meet the reporting requirements of the CLC and external funding agencies;
10. Provide planning and logistical support to meetings and events, including the annual ranger camp, and keep minutes and other records as required;
11. Provide relief services to the CLC Stuart Highway office reception; and
12. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training, and are consistent with the classification structure.

MONITORING AND COMPLIANCE DUTIES

- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);

- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures.

WORKING RELATIONSHIPS

- Reports to and receives direction from the Coordinator, Administration and Information;
- Maintains collaborate working relationships with other Land Management staff; and
- Liaises with CLC staff in relation to front office information.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

LM009, LM010

ESSENTIAL

1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Certificate III or higher in Business, or similar qualification, and/or clerical accounts and administrative skills, knowledge and experience or demonstrated ability to learn quickly.
3. Demonstrated reliability and consistent performance in the work place, including good organisational skills, and capacity to complete tasks on time, under limited direction and in accordance with instructions provided.
4. Proven knowledge, skills and experience in using Microsoft software packages such as: Word Excel spreadsheets, Explorer, Outlook, Publisher and PowerPoint.
5. Excellent interpersonal skills and ability to communicate with staff and clients at all levels, in particular, ability to communicate effectively with Aboriginal people and to respond appropriately to a variety of people and situations.
6. Ability to effectively undertake administrative tasks such as the preparation of correspondence, reports, minutes and briefings for distribution to relevant parties.
7. Ability to participate and contribute to the work area as an effective team member and provide individual support in analysis of information and problem solving.
8. Ability to exercise discretion, sensitivity and confidentiality with all verbal and written communication.
9. Ability to travel to remote locations as required to assist remotely based Land Management staff with administrative and logistical functions.
10. Current NT Driver's licence (manual).

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Experience working in an Aboriginal organisation or cross-cultural environment.
3. Relevant qualifications in finance, training, land management or related fields.
4. Familiarity and experience with central Australian Aboriginal languages would be an advantage.

Approved Copy

Signed:

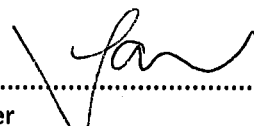


Date

24/1/17

Unit Manager

Signed:



Date

27/1/17

General Manager

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

Employee Name (Please Print)

Employee Signature

Date