



<b>Position</b>	People & Capability Administrator
<b>Employment Status</b>	\$70,000 to \$75,000 base per annum (dependent on experience) plus superannuation  12 month fixed-term full-time
<b>Location</b>	Darwin
<b>Reports to</b>	Senior People & Capability Officer

### **Position Overview**

Reporting to the Senior People & Capability Officer, the People & Capability Administrator is responsible for delivering high-quality, accurate, and timely human resources and recruitment administrative support to the Tiwi Land Council. This role plays a key part in supporting people processes across the employee lifecycle while ensuring compliance, confidentiality, and operational efficiency.

Support workforce reporting and contribute to continuous improvement of People and Capability systems and processes.

### **Organisational Overview**

The Tiwi Land Council was established on 18 August 1978 following advocacy by the Tiwi people to the Federal Government for recognition of their distinct geographic and cultural identity.

The Tiwi Land Council represents all Tiwi people in protecting land, sea, and environment while supporting sustainable economic development. This includes improving opportunities in employment, income, education, and health. The organisation's reputation reflects its strong cultural foundation and leadership, guided by the vision of past and present Tiwi leaders.

### **Councils' Vision and Values Vision**

Effective management of Tiwi country and the revitalisation of Tiwi culture for the benefit of future generations.

### **Values**

Respect

We act respectfully in all interactions, maintaining a friendly, positive, and professional manner.

#### Trust

We act with integrity, uphold confidentiality, and adhere to organisational policies and procedures.

#### Expertise

We apply our knowledge, experience, and skills to perform our duties to the highest standard.

#### Flexibility

We embrace change and proactively seek improved ways of working.

### **Role Relationships**

Works closely with internal staff, Council Members, community stakeholders, government agencies, and external service providers.

### **Role responsibilities**

#### Recruitment and Workforce Support

- Support the coordination of recruitment activities, including:
  - Posting job advertisements across relevant platforms
  - Managing and responding to recruitment enquiries in a timely and professional manner
  - Scheduling interviews and conducting reference checks

#### Employee Lifecycle Administration

- Assist with onboarding, induction, and offboarding processes
- Maintain accurate, secure, and confidential employee records (electronic and paper-based)
- Ensure all employee records are audit-ready and aligned with governance requirements.

#### Training and Development

- Assist with coordinating staff training programs (e.g. First Aid, 4WD training)

#### Operational and Administrative Support

- Coordinate IT equipment and resources for new employees
- Arrange travel, accommodation, venue bookings, and catering for training and events
- Obtain quotes and raise purchase orders via the Purchase Ordering System.

#### General Responsibilities

- Provide administrative and coordination support to the People & Capability function.
- Undertake additional duties as directed by the Senior People & Capability Officer

### **Selection Criteria - Essential**

1. Qualification in Human Resources or a related field (or currently working towards), and/or relevant experience in HR, recruitment, or compliance-based administrative roles
2. Understanding of HR practices and relevant legislation
3. Strong attention to detail with the ability to manage confidential information
4. Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines
5. Well-developed communication skills, both written and verbal, with a professional approach

6. Proficiency in Microsoft 365 applications and experience in administrative coordination (e.g. travel, venues, purchase orders)
7. Ability to work independently and collaboratively, demonstrating initiative, judgement, and adaptability
8. Flexible, proactive, and committed to learning and continuous improvement
9. Understanding of WHS principles and commitment to safe work practices
10. Experience working with First Nations communities, with an appreciation of cultural values and remote community contexts

### **Other requirements**

- Current Working with Children (Ochre) Card, or ability to obtain
- Current Australian Driver's Licence
- Ability to obtain a satisfactory Criminal History Check
- Ability to obtain a Tiwi Islands entry permit
- Current First Aid Certificate, or willingness to obtain
- Willingness to travel to the Tiwi Islands via charter flight or ferry as required