



Job Description : Senior Land Management Administration Officer

POSITION TITLE:	Senior Land Management Administration Officer
POSITION NUMBER:	LM010
CLASSIFICATION LEVEL:	CL 5
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Land Management Administrative Coordinator
LAST REVIEWED:	31 August 2022

KEY FUNCTIONS

The Senior Administrative Officer is responsible for providing administrative and information management services to the Manager and staff of the CLC Land Management section, including a network of remotely based Ranger groups who are engaged in natural and cultural resource management activities across the CLC region. The Senior Administration Officer supports the effective, efficient and timely management of grants and internal reporting, financial processes, workflow processes and procedures, records management, and general administration.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide grants administration support to ensure compliance with all Land Management funding contracts. Assist with the collection, collation and analysis of data on section activities, performance and development to meet the reporting requirements of external funders, and electronic archiving of records.
2. Work with CLC Human Resources and Finance staff to collate and provide regular HR and financial reports to Land Management Coordinators, Ranger Coordinators and other project staff. Use finance, human resources and other performance related data to prepare statistics, create spreadsheets and make presentations for internal use.
3. Arrange monthly Land Management Coordinators meetings and bi-monthly Ranger Coordinator meetings, taking responsibility for scheduling, inviting internal and external stakeholders, collating the agenda and producing minutes.
4. At the direction of the LM Manager and Coordinators, produce regular communiques to inform Land Management and CLC staff of new developments and changes within the section.
5. Maintain user accounts and permission levels in Land Management's Worktracker database, assist with staff enquiries about Worktracker and work with the database developer to progress system developments. Where required, assist to maintain the currency of other internal databases that support timely, efficient and effective reporting.
6. Arrange regular training sessions for Land Management staff to ensure their knowledge stays current in areas such as reporting and planning systems (Worktracker), and administrative and purchasing processes.
7. Provide day-to-day administrative and logistical support to all Land Management staff, responding to requests submitted in the Land Management Help Desk System. Including (but not exclusively) making accommodation bookings, organising internal events, arranging interstate travel and flights, records management in EDIS, creating purchase orders and processing invoices, managing equipment bookings and maintain a central register of all assets, planning and logistical support for meetings and events, arranging map printing and catering.
8. Create support materials and guidelines for Land Management staff to help them perform their administrative duties.
9. Ensure that the Land Management Home Page on the CLC Intranet is kept up-to-date.

10. Contribute to the regular review of Land Management policies and processes, to ensure currency and effectiveness of all administrative functions.
11. Maintain an up-to-date register and EDIS (electronic record) of Land Management consultants and residential leases for remote staff.
12. 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).
13. Provide relief services to the CLC Stuart Highway office reception.
14. Establish and maintain effective liaison with other operational sections within the organisation.
15. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
16. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- 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 Land Management Administrative Coordinator.
- Work collaboratively with all other staff of the Land Management Section in making positive contributions to the CLC's performance.
- Works closely and collaboratively with the Land Management Administration Officer to ensure an even spread of work between the two roles;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

EXTENT OF AUTHORITY

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

SELECTION CRITERIA

ESSENTIAL

1. Relevant qualifications at Certificate IV level and/or strong skills, knowledge and experience in administration and managing and maintaining electronic information storage and retrieval systems. Capacity to monitor and respond to financial and performance information and produce reports as required.
2. 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. Ability to follow a work plan and set priorities to achieve results within identified time lines.
3. Demonstrated knowledge, skills and experience in Microsoft software packages such as: Word, Excel spreadsheets, Edge, Outlook, Microsoft Nav, Publisher and PowerPoint. Understanding of and experience with project management and accounting software an advantage.
4. Demonstrated 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.
5. Demonstrated ability to effectively undertake administrative tasks such as the preparation of correspondence, minutes and briefings for distribution to relevant parties.
6. Demonstrated ability to exercise discretion, sensitivity and confidentiality with all verbal and written communication.
7. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities. Ability to travel to remote locations as required to assist remotely based Land Management staff with administrative and logistical functions.
11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.
4. Familiarity and experience with central Australian Aboriginal languages would be an advantage.

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