



## Job Description : Project Officer

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POSITION TITLE:	Corporation Support Officer AAMC
POSITION NUMBER:	AM016
CLASSIFICATION LEVEL:	CL 5
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Senior Project Officer
LAST REVIEWED:	May 2026

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### KEY FUNCTIONS

Provide administrative, logistical and operational support for Aboriginal corporations, NT Associations and traditional Aboriginal members. Assist with the coordination of corporation meetings, royalty distribution activities and associated administrative functions including the accurate processing and maintenance of financial and membership information. This position includes a considerable amount of field work and remote travel attending meetings and activities in remote communities across the Central Australian region.

Support the effective operations of the Aboriginal Associations Management Centre (AAMC) and contribute to the achievement of AAMC outcomes.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist with the coordination and administration of Aboriginal corporation, NT Association and other assigned meetings and distribution activities.
2. Liaise with traditional Aboriginal members and assist with meeting arrangements and related activities.
3. Prepare meeting documentation and record accurate minutes for assigned meetings and distribution activities.
4. Assist in maintaining membership records, corporation records and associated administrative systems.
5. Process royalty distributions and associated documentation in accordance with relevant guidelines, policies and procedures including the accurate processing of financial and banking information.
6. Maintain a high level of accurate data entry across a range of software applications, databases and record management systems.
7. Undertake regular remote travel and field work duties including attendance at meetings and distribution activities in remote communities.
8. Organise the distribution of financial statements, meeting documentation and other relevant information.
9. Respond to written, telephone and verbal enquiries and refer matters to other CLC staff as appropriate.
10. Assist in the preparation of reports relating to Aboriginal corporation activities and operations.
11. Assist in maintaining statutory and administrative requirements relating to Aboriginal corporations and associated activities.
12. Maintain a working knowledge of relevant legislation, policies, procedures and guidelines relating to Aboriginal corporations and distribution activities.
13. Assist in maintaining the daily administrative operations of AAMC.
14. Other duties that are safe, legal and logical while being within limits of the employee's skill, competence and training consistent with the classification structure.

## MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Corporations Act 2001
- Associations Act 2006 (NT)
- 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 Senior Project Officer;
- Works collaboratively with all other staff at AAMC in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

## EXTENT OF AUTHORITY

Financial authorisation as per the CLC Purchasing and Procurement Policy

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## SELECTION CRITERIA

### ESSENTIAL

1. Good planning, organisational and logistical skills.
2. Experience providing administrative support and assistance to people at various levels.
3. Good written communication skills including the ability to prepare accurate and professional meeting minutes.
4. Solid computer skills across a range of applications including Microsoft Office Suite and data entry systems.
5. Demonstrated ability to undertake accurate data entry and maintain a high level of attention to detail, particularly when processing financial and banking information.
6. Good interpersonal and communication skills including the ability to communicate effectively with Aboriginal people.
7. Experience in issues management and conflict resolution including the ability to deal with sensitive matters in a professional manner.
8. Ability to exercise discretion, sensitivity and confidentiality with verbal and written communications.
9. Ability to work independently and collaboratively as part of a team.
10. 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.
11. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

12. 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 corporations, governance processes or distribution activities.
2. Knowledge of Aboriginal society and culture, and an understanding of relevant contemporary issues.
3. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

*APPROVED COPY: D26-32872*

*APPROVAL DATE: 25 May 2026*