



## Job Description : Land Management Administration and Development Officer

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<b>POSITION TITLE:</b>	Land Management Systems and Development Officer
<b>POSITION NUMBER:</b>	RGZ12
<b>CLASSIFICATION LEVEL:</b>	CL 6
<b>POSITION LOCATION:</b>	27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Land Management Grants and Administration Coordinator
<b>LAST REVIEWED:</b>	May 2026

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### KEY FUNCTIONS

*The Land Management (LM) Systems and Development Officer is responsible for providing administrative support and digital literacy training to rangers and field staff while maintaining land management data and information systems, as well as supporting LM staff to use these systems effectively.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Provide technical support and training to rangers in computer systems and digital tools.
2. Develop and deliver capacity building programs focused on digital literacy and administrative skills.
3. Maintain land resource databases and information management systems.
4. Assist in preparing reports and documentation for land management activities.
5. Support rangers in using digital mapping tools and data collection systems.
6. Create support materials and guidelines for Land Management staff to help them perform their duties.
7. Coordinate with the CLC's Computer Services Section and Information Services Section to ensure rangers have appropriate technology access.
8. Establish and maintain effective liaison with other operational sections within the organisation.
9. Assist in the development of appropriate skills, experience and expertise of Land Management staff, with a focus on Aboriginal staff.
10. 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 Grants and Administration Coordinator.
- Work collaboratively with all other staff of the Land Management Section in making positive contributions to the CLC's performance.
- Collaborates closely with Land Management administration officers to ensure an even distribution

of work across the function;

- 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.

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## **SELECTION CRITERIA**

### **ESSENTIAL**

1. Qualifications in Information Technology, Business Administration, or related field. Equivalent work experience may be considered.
2. Minimum 2 years of working experience in administrative role or IT training.
3. Strong computer literacy and ability to teach technical skills.
4. Experience with land management software and GIS systems.
5. Excellent communication and training skills.
6. 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.
7. Demonstrated ability to exercise discretion, sensitivity and confidentiality with all verbal and written communication.
8. 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.
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
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. Ability to travel to remote locations as required to assist remotely based Land Management staff with administrative and logistical functions.
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 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.

*APPROVED COPY: D26-33485*

*APPROVAL DATE: 26 May 2026*