



POSITION DESCRIPTION

<u>POSITION:</u>	Administration Officer
<u>DESCRIPTION:</u>	Provide administrative support to the NQLC's FAME Unit in relation to future acts including exploration, mining, renewable energies and carbon farming. Undertake tasks as directed by Line Managers and perform professional development activities as required.
<u>UNIT:</u>	Future Acts, Mining and Exploration (FAME) as part of the Engagement and Development Support Team (EDST)
<u>LEVEL:</u>	Level 4 Step 1 – 4 commensurate on experience
<u>SALARY:</u>	Starting from \$82,121.06
<u>REPORTING TO:</u>	Senior Legal Officer-Coordinator FAME Unit

KEY WORK DUTIES

- Responsible for the updating and maintenance of the FAME Unit databases.
- Responsible for the registering and issuing of future act notices to Traditional Owners in a time efficient and cost-effective manner.
- Ensure all electronic and hard copy files, including assisting legal officers, are updated and maintained.
- Provide administrative support to the legal officers, and project officers of the FAME Unit, including but not limited to, photocopying, typing of correspondence, mail-outs and filing, including all ELO filing.
- Provide logistical support to the FAME Unit, such as developing detailed budgets, booking meeting venues and catering, arranging transport and accommodation for Traditional Owners, staff and the like.
- Where required, attend meetings to assist with minutes including ensuring records are managed appropriately attendance registration, virtual support and logistics.
- Liaise with and maintain an effective working relationship with other Units of NQLC.
- Perform other internal relief duties and tasks to meet the corporate and operational objectives and legislative requirements of NQLC including reception duties.
- Perform other duties as directed by the Senior Legal Officer - Coordinator, FAME Unit and Senior Legal Officer – Manager, EDST or the Chief Executive Officer.

SELECTION CRITERIA

- Demonstrated strong administrative skills and experience with the Microsoft Office Suite of programs including intermediate to advanced experience in excel.
- High level written and verbal communication skills.
- Ability to work with other staff in the Future Act Mining & Exploration Unit and broader EDST as part of a multi-disciplinary team to achieve identified corporate objectives and legislative requirements.
- Knowledge of, or ability to quickly develop, a general understanding of the *Native Title Act 1993*, *Cultural Heritage Act 2003* and *Mineral Resources Act 1989*, particularly sections of the Acts referring to future acts.
- An ability to develop budgets and provide logistical support.
- Ability to meet deadlines and co-ordinate affectively with other staff.
- Demonstrated ability to use initiative in improving administrative systems and/or other work practices.
- Demonstrated ability to maintain electronic and hard copy records.
- Self-motivation in identifying and undertaking tasks as required.
- Able to follow directions and seek advice where necessary.

DESIRABLE:

- Hold a current manual Queensland Drivers Licence – open ‘C’ and ability to undertake travel away from base.
- Previous experience working with Indigenous People and in other Indigenous organisations.
- Familiar with the NQLC and its representative region in terms of its structure and constituency.