



**Anindilyakwa
Land & Sea
Rangers**



**Anindilyakwa
Land
Council**

Position vacant – Anindilyakwa Land & Sea Rangers Administrative and Operations Support Officer

The Anindilyakwa Land Council (ALC) is the principal Aboriginal body representing the interests of the Anindilyakwa people of the Groote Archipelago. The ALC's vision is to protect, maintain and promote Anindilyakwa culture, to invest in the present and build a self-sustaining future. The ALC's Land and Sea Management Unit works to protect the biodiversity, cultural and recreational values of the Groote Archipelago.

The ALC is seeking the services of an Administrative and Operations Support Officer to work as part of the Land and Sea Management Unit, reporting to the Land and Sea Manager. This position will be supervised on a day-to-day basis by the Administrative and Training Coordinator.

The successful candidate will be responsible for providing administrative support to the Administrative and Training Coordinator, including the successful delivery of all administrative tasks. This position will also provide operational support (primarily logistical support) to the Ranger Coordinators to support on-ground ranger activities.

The successful applicant will have excellent time management skills and a demonstrated ability to manage and complete multiple projects/tasks. The successful applicant will also have excellent interpersonal skills, with the ability to communicate effectively and maintain strong relationships with co-workers and external stakeholders. Experience and confidence working and communicating effectively with Aboriginal people will be an important requirement for this role. The successful candidate will have demonstrated relevant experience in office administration and/or relevant qualification(s) in this field.

We welcome applications from Aboriginal people.

This role is a fulltime position (35 hours per week), with funding available to 30 June 2018.

Applications close on Thursday 19 January 2017.

For further information and to receive a position description outlining relevant selection criteria please call Shanna Souvlis on 89876703 or 0437776191 or email accounts@alcrangers.com.au.