

# Vacant Position

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|----------------------------|------------------------|
| <b>Position Title:</b>     | Administration Officer |
| <b>Location:</b>           | Angurugu               |
| <b>Employment Type:</b>    | Full time              |
| <b>Applications Close:</b> | 16 May 2021            |

## About GEBIPCAC

The Groote Eylandt Bickerton Island Primary College Aboriginal Corporation (GEBIPCAC) is formally registered through the Office of the Registrar of Indigenous Corporations. The founding Board has been nominated through extensive community consultation to ensure equitable representation and to survey for preferences of the operation of the Independent Boarding School (IBS). The IBS will provide an educational and boarding facility within the Groote Archipelago where children receive a bilingual education and experience a culturally appropriate education deliverance model.

GEBIPCAC has finalised a Business Plan and Strategic Plan to define the directions and articulate the direction and operation of the school. GEBIPCAC has also finalised a DRAFT registration application

The Anindilyakwa Land Council and GEBIPCAC are signatories to a Local Decision Making Agreement with the Northern Territory Government. The objectives of the Agreement include identifying the services and priorities which the Anindilyakwa people wish to have control over and take responsibility for and for NT Government agencies to commit to collaborating with the ALC through an Implementation Plan.

## About the role

The Administration Officer will be responsible for all administrative needs of the corporation, including providing direct administrative support to the manager and all GEBIPCAC employees, supporting the operational and logistical needs of GEBIPCAC. Additionally the Administration Officer will provide support with the governance needs of GEBIPCAC by organising monthly board meetings and Board travel, community update meetings and acting as the first point of contact for community stakeholders.

**Accommodation is not provided with this position.**

## Selection Criteria

### Essential

1. Demonstrable previous experience in an administrative role.
2. Previous experience developing and maintaining administrative and filing systems.
3. Communicates effectively through quality written and verbal communication skills, including thoroughness and attention to detail.
4. Demonstrated ability to manage competing priorities, apply good judgement and is self-motivated.
5. Solid organizational skills, including multitasking and time-management.
6. Demonstrated commitment to teamwork and maintenance of a supportive work environment and the maintenance of effective relationships in a cross-cultural environment.
7. Excellent computer literacy, and experience with office management software (e.g., MS Excel, Word, Outlook).
8. The ability to maintain a high level of confidentiality when dealing with highly sensitive matters.
9. Hold a valid driver's licence.

### Desirable

1. Experience working within an Indigenous organisation or within an Indigenous context.
2. Experience in mentoring and providing support to Indigenous staff.

## How to apply

To apply for this position, please submit your resume and cover letter to [HumanResources@alcnt.com.au](mailto:HumanResources@alcnt.com.au).