



Vacant Position

Position Title:	Operations and Administration Officer
Location:	Groote Eylandt
Employment type:	Fixed term – 12 month contract
Applications close:	9 June 2021

About the ALC

The Anindilyakwa Land Council (ALC) is a ‘future-forward’ Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The vision of the ALC is to:

**Protect, maintain
and promote
Anindilyakwa
culture**

**Invest in the
present to build a
self-sufficient
future**

**Create
pathways for
youth to stand in
both worlds**

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>





About the role

The ALC is seeking an Operations and Administration Officer for the Preserving Culture Department to join the team on a full time (38 hours per week), 12 month maternity leave contract.

The Preserving Culture Department (PCD) is formed of eight cultural programs, located across three Aboriginal remote communities, which inhabit three Cultures Centres, three Arts Centres, two Language Centres, a retail Gallery, Music Studio, Men's Shed, Forestry Shed, Anthropology, and has 70 employees in total. The Department maintains a fleet of cars, infrastructure and public spaces in which the programs operate.

The PCD has a multi-faceted role of supporting the maintenance, promotion and preservation of Anindilyakwa culture through these programs. All programs conduct their activities both on and off Eylandt, attending national & Territory events in addition to the many events organised across the Archipelago by the Department.

The Operations and Administration Officer reports directly to the Preserving Culture Manager and is responsible for the Administrative needs of the Department and supports the operational and logistical needs of each program, including event management and organising the maintenance requirements of the department's infrastructure in liaison with the ALC's Asset Maintenance and Infrastructure teams. The position also supervises an Administration Assistant and assists with training of Indigenous and non-Indigenous staff through the department.

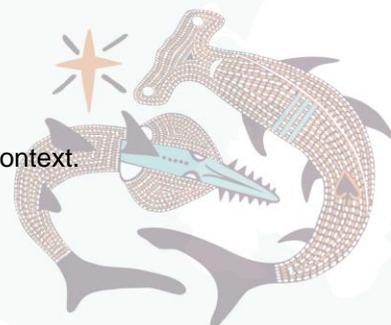
Selection Criteria

Essential

1. Communicates effectively through quality written and verbal communication skills, including thoroughness and attention to detail.
2. Demonstrated ability to manage competing priorities, apply good judgement and is self-motivated.
3. Solid organizational skills, including multitasking and time-management.
4. Demonstrated commitment to teamwork and maintenance of a supportive work environment and the maintenance of effective relationships.
5. High level competency in meeting software, data spread sheeting and multimedia.
6. Strong cross cultural skills with a demonstrated ability to work and relate to indigenous people.
7. The ability to maintain a high level of confidentiality when dealing with highly sensitive matters.
8. Must have a C class licence.

Desirable

1. Experience working within an Indigenous organisation or within an Indigenous context.





Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

For more information, please email humanresources@alcnt.com.au.

How to apply

To apply for this position, please submit your resume and cover letter to humanresources@alcnt.com.au.

