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## Vacant Position

<b>Position Title:</b>	Language Centre Administration Officer
<b>Location:</b>	Angurugu
<b>Employment type:</b>	Full time

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## 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**

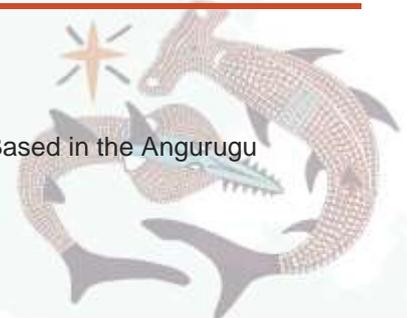
**Create  
pathways for  
youth to stand in  
both worlds**

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/>

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## About the role

The ALC is seeking a full time Administration Officer to join our Language Centre. Based in the Angurugu





Language Centre, the Administration Officer will be responsible for providing effective and efficient administrative support and management of the Language Centre.

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

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## Key Responsibilities

- Provide general administrative support to ensure the efficient running of the Language Centre, including reception and general office duties.
- Develop and maintain an effective and efficient filing system for the Language Centre, and improve existing administrative systems and procedures.
- Manage the Language Centre calendar, scheduling appointments, meetings and events.
- Prepare and organise weekly timesheets for the Language Centre.
- Organising logistics for Language Centre meetings and events, including minute taking when required.
- Provide support and training to Indigenous colleagues, particularly in regard to computer and financial literacy.

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## Selection Criteria

### Essential

1. Proven experience as an Administrative Officer, Administrator or similar role.
2. Strong interpersonal and communication skills, including an ability to develop and maintain effective relationships.
3. Excellent computer literacy, and experience with office management software (e.g., MS Excel, Word, Outlook).
4. Excellent organisation and time management skills.
5. Excellent attention to detail.
6. Ability to work collaboratively in a cross-cultural, team environment.
7. Ability to organise and prioritise tasks, problem solve and ask questions when needing further clarification.
8. Possess a current NT driver license or ability to obtain.

### Desirable

1. Experience in mentoring and providing support to Indigenous staff.





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## 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](mailto:humanresources@alcnt.com.au).

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## 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).

