



Vacant Position

Position Title:	Administration Officer
Location:	Bickerton Island, NT
Employment Type:	Part time
Applications Close:	8 Sept 2023

About the role

Lagulalya Aboriginal Corporation (LAC) is seeking a part time Administration Officer to join their Bickerton Island based corporation. The Administration Office is the first point of contact for the Lagulalya Aboriginal Corporation and is responsible for managing the day to day administration activities of the Corporation, the Culture Centre, and provide administrative assistance to community members, among other general duties including reporting officer duties for Chair Art at the Bickerton Island Airport.

The Administration Officer duties are broad, requiring an individual with the ability to be versatile and flexible, with excellent time management and communication skills, who will successfully develop strong relationships with community members to become a trusted point of contact to provide assistance with general administrative needs for community members such as assisting them to access NAAJA legal services, complete phone/internet banking, making bill payments, etc.

Selection Criteria

1. Demonstrable experience providing governance and administrative assistance to an ORIC organisation.
2. High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within a set timeframe.
3. Ability to work under general direction and follow directions of the board with a demonstrated flexible approach to work, and a willingness and ability to show initiative and accept responsibility.
4. Excellent interpersonal skills with the ability to establish and maintain strong, effective working relationships with internal and external stakeholders and community members.
5. Demonstrable high standard of customer service and ability to maintain appropriate conduct, attention to detail, accuracy in reporting and achieve and adhere to deadlines.
6. Competent at using the Microsoft Office suit, particularly Word, Excel and Outlook.
7. Basic understanding of accounting processes and procedures.
8. Hold a current and valid driver's licence.

Other Information

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

Role is part time 32 hours per week.

This is a live on island role with accommodation, offered in tandem with the Operations Supervisor role and therefore best suited to couples.

Interested applicants are encouraged to request a full position description to review duties and responsibilities of this position.

For more information about the role or remuneration package please phone (08) 8996 4933 or email hr@alcnt.com.au.

How to apply

Submit your resume and cover letter addressing selection criteria to hr@alcnt.com.au.



Vacant Position

Position Title:	Operations Supervisor
Location:	Bickerton Island
Employment Type:	Full time
Applications Close:	8 Sept 2023

About the role

Lagulalya Aboriginal Corporation (LAC) is seeking a full time Operations Supervisor to join their Bickerton Island based corporation.

Reporting directly to the LAC Chairperson, the Operations Supervisor is responsible for organising employees on a day to day basis, supervising all maintenance and construction works, managing Fee for Service Contracts, ordering parts and equipment, and completing mechanical duties in the workshop. The Operations Supervisor will be required to develop and maintain strong, effective working relationships with internal and external stakeholders and community members, and will be required to work with community youth to provide on the job training.

Maintenance and Construction Duties

Organising and overseeing day to day tasks of approximately 5 LAC employees, including barge pick up and drop off, managing Fee for Service contracts, undertaking building maintenance, operate heavy machinery and provide training to community members (machinery including 20T excavator, Cat 924 Load, 3115 John Deere Backhoe, 12T Tip Truck, grader, skid steer and forklift).

Mechanical Duties

Managing all aspects of the workshop including scheduling works, ordering parts, invoicing, ensuring the premises is secure and maintaining vehicle asset registers and all associated records and paperwork. The Operations Supervisor will be required to service and repair all LAC plant and hire equipment as well as community vehicles including diagnostics and detecting mechanical and electrical faults and conducting all repairs, welding and cutting material using ARC welding or flame cutting equipment, invoicing community members for works completing ensuring that reasonable rates are charged for repairs, and maintaining the workshop in a clean and tidy manner. The Operations Manager will also provide mechanical training to community youth and encourage the development of skills and experience in workshop operations.

Other Duties

Attend general meeting and consultations with LAC Board of Directors to provide relevant professional and operational advice. Additional responsibilities include ensuring that safe work practices and standards are followed and maintained, incidents or safety concerns are identified and reported within required time frames, records are accurately maintained and all equipment is maintained and appropriately used to avoid unnecessary damage.

Selection Criteria

1. Relevant Mechanical trade qualifications with demonstrable comprehensive understanding of engines as well as mechanicals and engineering in general.
2. Relevant heavy duties licences with experience and competency operating numerous heavy machinery.
3. High level analytics and problem solving skills to find the source of problems/malfunctions and rectify.
4. Excellent interpersonal skills with the ability to establish and maintain strong, effective working relationships with internal and external stakeholders and community members.
5. Ability to mentor and train youths in mechanical/heavy machinery operations, ensuring that PPE & WH&S procedures are adhered to at all times.
6. Demonstrable high standard of customer service and ability to maintain appropriate conduct, attention to detail, accuracy in reporting and achieve and adhere to deadlines.



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7. Ability to work under general direction and follow directions of the board with a demonstrated flexible approach to work with a willingness and ability to show initiative and accept responsibility.
8. Desirable if can use Microsoft Office software to maintain records and produce reports. To work in conjunction with admin officer for ordering of parts.
9. Ability to work with hand tools, and precision and other equipment.
10. Physically fit with unrestricted ability to lift, bend, stretch, twist and climb in and out of vehicles, plant and equipment.
11. Previous experience living and working in a remote Aboriginal community with an understanding of Aboriginal culture and an awareness of social issues and then impact of Aboriginal people in remote communities in the NT is highly desirable.
12. Required to hold current and valid driver's licence (including heavy vehicle licences), with a boat licence desirable.

Other Information

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

This is a live on island role with accommodation, offered in tandem with the Administration Officer role and therefore best suited to couples.

Interested applicants are encouraged to request a full position description to review duties and responsibilities of this position.

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