



## Vacant Position

<b>Position Title:</b>	Anindilyakwa Data Unit (ADU) Project Officer
<b>Location:</b>	Groote Eylandt
<b>Employment type:</b>	Permanent Full Time
<b>Applications close:</b>	Wednesday 5 <sup>th</sup> February 2025

## 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

Reporting to the ADU Coordinator, the ADU Project Officer plays a pivotal role in supporting the operational and





administrative functions of the Anindilyakwa Data Unit program. This entails proactively assisting the ADU Coordinator across various operational tasks.

Additionally, the role involves supporting the capacity building of Community Data Officers in their daily duties, ensuring effective support mechanisms are in place for mentoring and skill development among Traditional Owner staff. Moreover, the ADU Project Officer will assume leadership on projects, receiving initial scopes from ADU Coordinator and autonomously driving them forward, providing regular milestone updates to ensure alignment with objectives.

Additionally, the role entails fostering robust engagement with external stakeholders to facilitate effective collaboration and mutual understanding of project goals.

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## Key Responsibilities

This position receives ongoing support, guidance and mentoring to undertake the following duties:

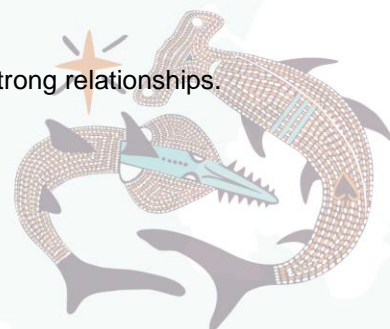
- Facilitate and report on key ADU projects with external stakeholders.
- Lead communications with stakeholders across ADU projects.
- Provide operations and administration assistance to the ADU Coordinator.
- Facilitate best practice data management for ADU data.
- Provide mentoring to the Community Data Officers in their daily tasks.
- Assist in community data collection activities including population counts and demographic surveys.
- Contribute to the reporting and updating of key data indicators for the ALC Board.

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## Selection Criteria

### Essential

- Demonstrable proficiency with computer software including Microsoft Office suite and SharePoint.
- Exceptional interpersonal and cross-cultural skills.
- Demonstrated experience in organising or assisting the organisation of projects with many stakeholders and competing priorities.
- Strong business communication skills with attention to detail.
- Effective contributor to a dynamic work team and ability to negotiate and build strong relationships.
- NT driver licence or willingness to obtain





### Desirable

- Formal qualifications in event management, community development or project management.
- Experience in mentoring with computer use and personal development.
- Experience in data management, analytics and GIS or willingness to learn.

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### Other information

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

- Remuneration: \$100,000 per annum
- Annual Holiday Travel Allowance (HTA): \$2000
- Annual leave: 5 weeks per annum.
- Personal Leave: 18 days per annum
- 2 weeks paid Christmas/New Year shut down - in addition to annual leave.
- Salary Sacrifice (\$18,500 per annum)
- Flexi Work Week

**Please note relocation or accommodation is not offered with this role.**

To apply for this position please submit your resume and cover letter addressing the selection criteria to [hr@alcnt.com.au](mailto:hr@alcnt.com.au).

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### How to apply

Please do not hesitate with your application as an employment offer will be made to the right candidate.

To apply for this position please submit your resume and cover letter addressing the selection criteria to [hr@alcnt.com.au](mailto:hr@alcnt.com.au) by the closing date of **Wednesday, 5<sup>th</sup> February 2025**.

