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## Vacant Position

<b>Position Title:</b>	Corporate Affairs Officer
<b>Location:</b>	Darwin
<b>Employment type:</b>	Permanent Full Time
<b>Applications close:</b>	Wednesday, 10th June 2026

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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 Corporate Affairs Officer provides effective administrative and stakeholder support to the Legal & Corporate Affairs Manager. The role supports the coordination of Board and committee activities, delivers accurate and



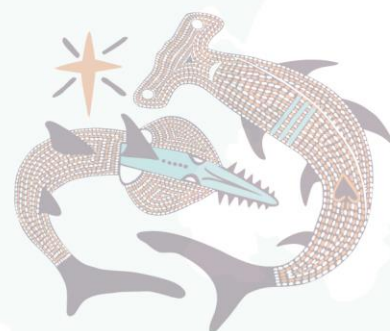


timely secretariat services, and assists with governance, policy development, and compliance processes, including the handling of confidential and legally privileged information. The position prepares research, briefings, and documentation to support meetings and assists with Section 19 land use agreements, ensuring information is managed with appropriate discretion. By building strong relationships and engaging in effective communication across the organisation and with external stakeholders, the Corporate Affairs Officer supports operational activities while safeguarding sensitive and confidential matters.

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## Key Responsibilities

- **Professional Support:** Provide professional and reliable support to the Legal and Corporate Affairs Manager by assisting with Board administration, researching and drafting documents, assisting with Section 19 land use agreement processes, and undertaking associated financial reporting and compliance tasks in accordance with established procedures.
- **Board Secretariat Support:** Provide secretariat support to the Board through accurate minute-taking, timely distribution of meeting papers, and follow-up of action items, so that Board operations run efficiently and decisions are well documented.
- **Policy Development:** Assist with policy development activities by drafting, maintaining, implementing and reviewing governance documents and policies, contributing to continuous improvement and organisational compliance.
- **Stakeholder Meetings:** Assist with organisational meetings and working groups by preparing advice, briefings, presentations, speaking notes, and related documentation, to ensure leaders and stakeholders have the information they need to make informed decisions. Year End Audit Support: prepare audit schedules and respond to auditor requests, to contribute to a smooth and compliant year end audit process, by compiling accurate financial records, providing supporting documentation, and addressing queries promptly.
- **Working Relationships:** Build and maintain working relationships with ALC staff, local stakeholders, and Government representatives by liaising and communicating effectively, to support productive relationships and smooth organisational operations.





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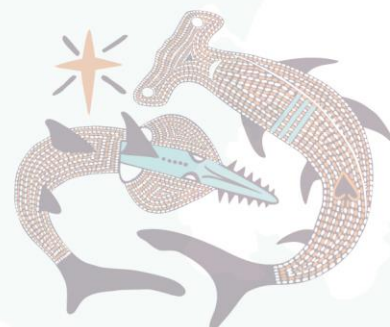
## Selection Criteria

### Key Knowledge, Skills and Experience

- Demonstrated experience in preparing high quality agenda papers, minutes and reports and other complex written materials, with strong attention to accuracy and detail.
- Demonstrated proficiency with managing and maintaining registers, databases and electronic records.
- Sound skills in utilising software packages such as MS Office Suite, SharePoint and the ability to acquire skills to manage other systems as required.
- Demonstrated organisational and time management skills, including the ability to coordinate multiple tasks, manage competing priorities, and consistently deliver outcomes with limited supervision.
- A genuine commitment to supporting improved outcomes for the Traditional Owners of the Groote Archipelago, with an interest in the Groote Archipelago Local Decision Making Agreement and the Aboriginal Land Rights (Northern Territory) Act 1976.
- Well developed cultural awareness and understanding of the social, cultural, environmental, and economic issues affecting Aboriginal communities, including the ability to work respectfully and effectively in this context.
- Proven strong work ethic, demonstrating the ability to set goals, work independently and collaboratively, meet deadlines, and maintain high standards of work quality.
- Demonstrated capability to coordinate and participate in stakeholder meetings, supported by highly developed interpersonal, written, and verbal communication skills.

### Key Essential Position Requirements (Qualifications, Certifications, Screening Checks, Health Checks, Licences)

1. Qualifications
  - A tertiary qualification in a relevant discipline, such as public administration, social sciences, Aboriginal affairs, business administration, law or a related field, is highly desirable.
2. Pre-Employment Checks
  - A National Police Check is required for this position prior to appointment.
3. Working with Children
  - A valid Working with Children check/clearance is required for this position
  - Northern Territory = Working with children clearance [Ochre Card]
4. Motor Vehicle Licence





- A valid motor vehicle licence is required for this position.

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## What's on offer?

- Salary: \$80,000 - \$95,000 per annum
- 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 available (up to \$18,500 per year)
- Flexi work week

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## Other information

### Working Hours, Travel and Location

- **Work outside standard business hours may be** required from time to time to meet operational or organisational needs.
- **Periodic travel may be required**, including travel to various locations to support operational activities, stakeholder engagement, or project delivery.
- **Ability to work effectively with diverse communities**, including Aboriginal and Torres Strait Islander peoples and other cultural groups, as well as in remote or regional settings where required.
- **Adaptability to varied work environments** is essential, as duties may involve working in changing, challenging, or unpredictable conditions, including different climates, terrains, or operational contexts.
- **Travel may involve multiple modes of transport**, which may include air, road, or sea travel depending on organisational requirements and work locations.

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## How to apply

Please email your resume and cover letter that addresses the selection criteria and outlines your work experience and personal values that would meet the requirements of this role.





### Further Information

For more information on the Anindilyakwa Land Council, please visit our website:

<https://www.anindilyakwa.com.au>

You are welcome to email [recruitment@alcnt.com.au](mailto:recruitment@alcnt.com.au) with any questions.

Applications close Wednesday, 10<sup>th</sup> June 2026. However, early offers may be made to suitable candidates. Don't hesitate and apply today.

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