



Vacant Position

Position Title:	Procurement Coordinator
Location:	Darwin
Employment type:	Full time
Applications close:	Wednesday 15th April 2026 however, early offers may be made to suitable candidates. Don't hesitate and apply today.

About the ALC

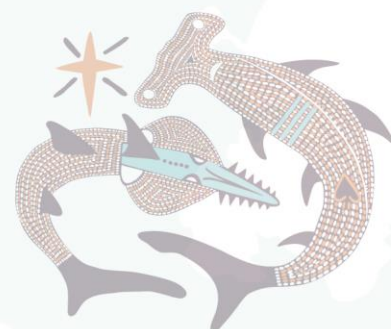
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language 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 Procurement Coordinator position leads and executes procurement and sourcing strategies that optimise organisational value by managing the full lifecycle of supplier engagement. The role delivers this by providing specialist procurement advice aligned with policy, streamlining processes for greater efficiency and transparency, and implementing performance metrics that drive continuous improvement. It also builds strong cross functional collaboration with purchasing, logistics, and finance teams to support timely deliveries and robust demand planning.

By sourcing, negotiating, and managing suppliers through structured reviews and scorecards, and by developing a high performing procurement team, this role ensures quality, compliance, and operational excellence.

Ultimately, the position exists to strengthen commercial outcomes, support business objectives, and enable sustainable, reliable supply for ALC.

Key Responsibilities

- **Lead and develop the procurement team:** Build capability and performance within the procurement function to create a high performing, policy compliant team that delivers consistent value.
- **Develop procurement strategies:** Shape and implement procurement strategies that drive commercial value, to ensure organisational spend delivers measurable, sustainable business outcomes. This is achieved by analysing market conditions, aligning with stakeholder needs, and applying best practice sourcing methodologies.
- **Provide specialist procurement advice:** Deliver expert guidance on procurement policy, compliance, and risk to improve decision-making and ensure procurement activities meet governance and audit requirements. This is achieved by interpreting policy, advising stakeholders, and embedding consistent procurement standards.
- **Streamline procurement processes:** Improve procurement workflows and systems to increase efficiency, accuracy, and transparency across the procurement lifecycle. This is achieved by reviewing current processes, identifying bottlenecks, and implementing digital and procedural enhancements.
- **Develop and track procurement performance metrics:** Establish KPIs and measurement frameworks to monitor supplier performance and continually improve procurement outcomes. This is achieved by designing scorecards, producing regular reports, and using data insights to refine strategies.
- **Manage supplier sourcing and negotiations:** Source, negotiate with, and manage suppliers to ensure value and compliance, to secure competitive pricing, mitigate risk, and maintain reliable supply. This is achieved by conducting structured evaluations, performance reviews, and contract negotiations.
- **Strengthen cross-functional collaboration:** Partner with purchasing, logistics, finance, and other internal teams to ensure demand planning, purchasing activities, and deliveries are aligned with business needs. This



is achieved by facilitating communication, coordinating planning cycles, and integrating procurement insights into operational planning.

- **Oversee supplier performance and compliance:** Monitor supplier delivery, quality, and contractual obligations to ensure suppliers meet requirements and support business continuity.

Selection Criteria

Key Knowledge, Skills and Experience

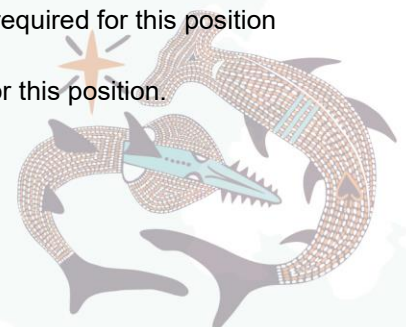
- Experience in procurement or supply chain management, including experience in senior or leadership-level roles.
- Demonstrated commercial procurement leadership, with a proven ability to deliver cost efficiencies, enhance supplier performance, and drive measurable business value.
- Extensive experience managing end to end procurement functions, including sourcing, contracting, supplier management, and category planning.
- Experience delivering procurement outcomes in remote or regional operating environments is highly regarded.
- Highly developed negotiation and contract management skills, with a strong track record in supplier optimisation, tendering, and achieving favourable commercial outcomes.
- Strong communication and stakeholder engagement capabilities, with the ability to build productive relationships across all levels of the organisation and with external partners.

Adaptable, hands on approach, with experience working in fast paced, operationally complex, or rapidly changing environments.

Key Essential Position Requirements

[Qualifications, Certifications, Screening Checks, Health Checks, Licences]

- **Qualifications:** Degree in Business or Logistics and Supply Chain Management or Procurement and Contracting or similar.
- **Pre-Employment Checks:** A National Police Check is required for this position prior to appointment.
- **Working with Children:** A valid Working with Children check/clearance is required for this position
- **Motor Vehicle Licence:** A valid C class motor vehicle licence is required for this position.





What's on offer?

- **Salary:** ranging from \$100,000 - \$120,000 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**

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.

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 with any questions.

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