Anindilyakwa Land Council

Job Advert

## Vacant Position

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| **Position Title:** | Community Justice Group Administration Officer |
| **Location:** | Groote Eylandt |
| **Employment type:** | Full Time |
| **Applications close:** | Wednesday, 9th September 2026 |

## 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 Community Justice Group Administration Officer reports directly and works closely with the Community Justice Coordinator and is responsible for supporting the Community Justice Group. This role encompasses a wide range of responsibilities related to administrative, clerical, and organisational tasks within the justice department. The Administrative Officer ensures that the department's daily operations run smoothly, which is vital for the fair and timely administration of community justice operations. This position offers a blend of office-based work and interaction with community.

## Key Responsibilities

- **Administration:** Administer payments and sitting fees related to Community Justice activities, to ensure peace makers, Elders, and community members are fairly and promptly compensated for their contributions. This is achieved by processing payment authorities for sitting fees, transport assistance, and court-related support in line with ALC procedures.
- **Purchasing and Timesheets:** Coordinate administrative requirements including timesheets and purchasing requests, to support efficient operations and ensure resources are available to deliver justice activities. This is achieved by collecting and processing timesheets, raising purchase requests, and maintaining accurate administrative records.
- **Coordinate Meetings and Record Outcomes:** Set up and support Community Justice meetings and forums, to ensure effective communication, governance, and decision-making across justice activities. This is achieved by scheduling meetings for coordinators, reference groups, and community safety forums, taking minutes, and distributing records.
- **Coordinate Logistics and Asset Management:** Manage logistics related to vehicles, transport, and activity planning, to support safe, reliable access to justice services and community activities. This is achieved by coordinating vehicle bookings and repairs**,** maintaining records, and supporting activity workplans.
- **Support Program Administration and Development:** Provide administrative support for the Community Justice Program, to strengthen program quality, accountability, and continuous improvement. This is achieved by maintaining records, supporting program development, preparing correspondence, and assisting with quality reports.
- **Teamwork and Stakeholder Relationships:** Contribute positively to the Community Justice team and stakeholder relationships, to support collaborative service delivery and uphold ALC and Community Justice values. This is achieved by working productively with the team, ALC colleagues, stakeholders, and community members, and modelling respectful, professional conduct**.**

## Selection Criteria

### Key Knowledge, Skills and Experience

- Demonstrated empathy for, and understanding of, contemporary cultural and societal issues affecting Aboriginal people within the justice system.
- Proven experience in an administrative role, with the ability to manage tasks accurately, efficiently, and in accordance with organisational procedures.
- Strong computer literacy, including demonstrated experience using Microsoft Office and other relevant software applications.
- Effective written and verbal communication skills, with the ability to communicate respectfully and clearly with people at all levels of the community.
- Demonstrated ability to build, foster, and maintain positive and effective relationships with stakeholders, colleagues, and community members.
- Sound judgement and a demonstrated ability to maintain a high level of confidentiality when handling sensitive and complex information.

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

1. Pre-Employment Checks
    - A National Police Check is required for this position prior to appointment.
2. Working with Children
    - A valid Working with Children check/clearance is required for this position
    - Northern Territory = Working with children clearance [Ochre Card]
3. Motor Vehicle Licence
    - A valid motor vehicle licence is required for this position.

## What's on offer?

- Salary ranging from $65,000 - $70,000 per annum, depending on experience
- HTA (Holiday, Travel Allowance): $2000 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
- Please note – accommodation does not come with this role.

## 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 addressees the selection criteria and outlines your work experience and personal values that would meet the requirements of this role to **recruitment@alcnt.com.au.**

### 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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