Anindilyakwa Land Council

Job Advert

Vacant Position

Position Title:	Mining & Sustainability Administration Officer
Location:	Groote Eylandt
Employment type:	Full Time
Applications close:	Thursday, 03 December 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 Mining & Sustainability Administrator Officer is responsible for monitoring the impacts of mining operations on the community, coordinating mine closure planning, and supporting long term economic sustainability as GEMCO's operations wind down. In alignment with the ALC's strategic goal to build a self-sustaining local economy grounded in Indigenous cultural strength, the Project Administration Officer provides essential hands on administrative and logistical support across all departmental projects and functions. This role ensures smooth coordination of meetings, events, and operational activities by managing schedules, preparing documentation, delivering high volume minute taking, and organising practical arrangements such as transport and catering. The position supports a team of specialists working toward the ALC's vision of diversifying and sustaining the Groote Archipelago economy in anticipation of declining income from GEMCO mining leases.

Key Responsibilities

- **Administrative and Logistical Support:** Deliver hands-on administrative and logistical support for all Mining & Sustainability departmental activities, to ensure day-to-day functions and project delivery run efficiently and meet organisational expectations. This is achieved by managing scheduling, preparing documentation, coordinating resources, and supporting operational tasks as required.
- **Meetings, Workshops and Stakeholder Consultations:** Organise and coordinate meetings, workshops, and consultations with internal and external stakeholders, to enable effective engagement, clear communication, and successful project outcomes. This is achieved by preparing agendas and papers, booking venues, arranging catering and travel, and confirming logistics with all participants.
- **Meeting Documentation:** Attend meetings, take accurate minutes, and distribute documentation promptly, to ensure decisions, actions, and responsibilities are clearly recorded and accessible to support timely follow-up. This is achieved by documenting discussions, tracking action items, circulating minutes, and monitoring progress against required actions.
- **Accurate Records and Information Systems:** Maintain accurate records of all departmental activities, documents, and communications, to support compliance, transparency, and continuity of operations across projects and reporting. This is achieved by using established filing systems, updated databases, ensuring version control, and storing information securely.
- **Effective Communication and Collaborative Relationships**: Liaise effectively with internal and external stakeholders and work collaboratively across ALC to support coordinated departmental activities and strong working relationships. This includes responding to enquiries, sharing clear information, contributing to team initiatives, and representing the department professionally.

Selection Criteria

Key Knowledge, Skills and Experience

- Demonstrated administrative experience, including meeting coordination and minute-taking, with the ability to manage multiple tasks and support operational activities effectively.
- Strong organisational and time-management skills, with a high level of attention to detail and the ability to prioritise competing deadlines.
- Excellent written and verbal communication skills, with the ability to engage respectfully and professionally with a wide range of stakeholders.
- Proficiency in the Microsoft Office suite and the ability to quickly learn new digital systems, databases, and organisational tools.
- Current driver's licence and demonstrated ability to operate 4WD vehicles safely, along with the capacity to work in remote locations and adapt to cross-cultural and complex community environments.

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: $75,000 - $85,000 per annum
- 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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