



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

CORPORATE SUPPORT OFFICER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: CORPORATE SUPPORT OFFICER

PROGRAM: ADMIN PROGRAM

LOCATION: 76 DICKWARD DRIVE,
COCONUT GROVE

POSITION: LEVEL 3

REPORT TO: CEO

MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

OBJECTIVE

OBJECTIVE: The Corporate Support Officer is responsible for supporting the CEO and Program Coordinators to meet the administrative requirements of their roles

KEY RESPONSIBILITIES

The Corporate Support Officer will

- Provide the full range of administrative support for the CEO and Program Coordinators.
- Manage office consumables and ensure sufficient levels of stock are on hand.
- Assist the Receptionist to maintain the Welcome to Country events register and allocate work to Hosts.
- Maintain membership registers including processing membership applications.
- Prepare newsletters.
- Undertake specific tasks, and assist with the development of strategies relating to the promotion of LNAC service
- Assist other staff in Reception as required
- Promote a professional image for LNAC

KEY QUALITIES

LNAC considers that the following personal qualities are vital to a **Corporate Support Officer**:

Organisational

- Demonstrated ability to work collaboratively and autonomously as required
- Ability to work within allocated timeframes in a fast-paced environment
- Ability to cooperate and work collaboratively with all staff, management, LNAC members and stakeholders.

Personal Attributes

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Caring and supportive attitude
- Patience, empathic and a high level of professionalism
- Organised and able to multi-task
- Excellent interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture.

Commitment and Application to Duties

- Provide courteous and prompt attention to any person contacting the organisation and staff within the organisation
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Remain calm and collected if faced with challenging situations.

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Understanding of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture
SC2	Excellent communication and interpersonal skills including demonstrated report writing skills
SC3	Excellent computer and word processing skills with demonstrated experience of MS Office suite of programs.
SC4	Ability to establish and maintain appropriate networks, and demonstrated capacity to research multimedia tools and community networks
SC5	NT Drivers Licence (C Class)
SC6	Ability to work flexible hours as required

It would be considered an **advantage** if applicants also possess:

1	Relevant qualifications in Administration or Business
2	Identify as Indigenous

Note: All applicants and/or employees are required to provide at least **two** current, verifiable referees and will be required to undertake a Police Clearance & Working with Children Check.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____