Job Title:	**Senior Administration Officer**	**Position No:**	**N68**
Group:	Law, Country & Partnerships	**Service Area:**	Strategic Partnerships
Classification Level:	Administration Services Officer (ASO6)		
Reports to:	Strategic Partnerships Service Area Manager	**Direct Reports:**	Administration Officer
Special Measures:	*No*		
Location:	Darwin	**Date Approved:**	October 2026

POSITION OVERVIEW

The Senior Administration Officer within the Strategic Partnerships Service Area team plays a key role in providing high-level administrative and operational support to ensure the effective functioning of the Service Area. This position is responsible for supervising a small administration team, coordinating daily workflows, and overseeing the delivery of timely, accurate, and culturally appropriate administrative services in support of the NLC's statutory responsibilities under the Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA) and the Native Title Act 1993 **(NTA)**.

Working under limited direction, the Senior Administration Officer ensures that administrative systems and processes align with organisational standards, compliance obligations, and service delivery goals. The role also contributes to continuous improvement activities, supports budgeting and procurement processes, and fosters a collaborative and respectful team culture.

KEY RESPONSIBILITES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and demonstrate commitment to the Service Area's administration service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model within the administrative team.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area's relevant administrational priorities and objectives, within a framework that drives accountability and achievement.
- Ensure the administrative team have a clear understanding of their responsibilities, and encourage open and honest, two-way communication between the team.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain effective working relationships with the broader Strategic Partnerships team to ensure business administrative support is provided in a timely effective and prioritised manner.
- Build and maintain relationships with relevant government agencies including Department of Mining and Energy and other internal and external stakeholders such as the mining and petroleum organisations, to ensure compliant and effective delivery of the service area's administration service deliverables.

SERVICE DELIVERY

- Provide coordinated business and administrative support to the Strategic Partnerships Service Area to ensure the effective and efficient delivery of services, including but not limited to:
  - Reviewing non-technical reports and briefings for relevance and accuracy.
  - Undertake basic research and provide information, as required which may require coordination across the organisation and/or with external parties.

  - Work directly with the Managers to prioritise and facilitate the effective implementation of NLC projects and programs in line with the NLC strategic plan within the region.
  - Prioritise tasks to ensure work outputs meet required deadlines whilst maintaining a strong focus on the quality of the work.
  - Oversee the ordering and purchasing of office equipment and consumables, stationary and other procurement needs as identified.
  - Prepare documents for review and approval by the Managers and Team Lead, including financial and operational reports and submissions in relation to budgets, annual reports and other matters.
  - Assist with recruitment and onboarding processes of new service area staff.
  - Coordinate and manage complex travel arrangements and meetings, ensuring the efficient delivery of both internal and external activities.
  - Maintain accurate and compliant records in NLC's Content Management system (e.g., HPE Content Manager/TRIM) in accordance with established standards.
  - Provide the appropriate level of supervision, training and operational processes to support team performance to standards required.
  - Monitor and prioritise correspondence from multiple group mailboxes, responding appropriately to incoming mail and distribute to appropriate staff.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance development processes and learning and development relevant to your role.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Undertake other duties as reasonably required within the scope of your position classification, service area, and skills.

PEOPLE MANAGEMENT

- Maintain accountability and responsibility for:
  - Recruitment of vacant positions in the administrative team
  - The performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
  - The rostering of resources, timesheets and leave approval
  - Actively supporting relevant learning and development activities to enhance the service delivery of your team

WORK HEALTH AND SAFETY

- Lead by example and foster a positive, people-centred workplace culture that prioritises the health, safety and wellbeing of staff, consistent with the NLC's care and leadership framework.
- Promote and monitor team compliance with the NLC Work Health and Safety (WHS) Management System and associated policies, procedures and plans, ensuring a safe working environment and fulfilment of applicable legislative obligations.
- Support the timely identification, reporting, assessment and management of workplace hazards, risks and incidents, including participation in incident reviews, investigations and implementation of corrective actions as required.
- Take reasonable care for personal health and safety and that of others who may be affected by workplace activities, and comply with the NLC WHS Management System and relevant procedures
- Promptly report workplace hazards and incidents through established reporting channels and ensure all required documentation is completed within specified timeframes.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Advanced Diploma of Business or relevant equivalent qualifications or equivalent supervisory administration experience.
- Minimum of three (3) years' high-level administration including at least one (1) year of supervisory experience in all aspects of administrative management, organising and prioritising workloads and meeting deadlines.
- Well-developed interpersonal skills with the proven ability to adapt engagement approaches to suit stakeholder requirements and develop and maintain effective relationships with internal and external stakeholders.
- Computer literacy skills in Microsoft Office Suite, record keeping software and finance processing software programs

DESIRABLE REQUIREMENTS

- Experience using financial software packages, Corporate Travel Management and Travel Processing Systems.
- Current Northern Territory Driver's licence or ability to obtain prior to commencement and a willingness to travel to or within remote areas, as required.
- Understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.