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<b>POSITION:</b>	LSMU Administration and Fire Support Officer
<b>BRANCH:</b>	Land & Sea Management Unit
<b>LOCATION:</b>	Broome
<b>RESPONSIBLE TO:</b>	Business Manager

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### **Background**

The Kimberley Land Council (KLC) is a peak regional community organisation with its head office in Broome.

The KLC Land and Sea Management Unit works with Traditional Owners (TO) to look after, manage and take control of their Native Title country. The LSMU currently manages over 30 projects, these projects include on ground cultural and natural resource management projects, cultural heritage site management, recording traditional knowledge and planning for country.

### **About the Role**

Under the direction of the Business Manager, the LSMU Administration and Fire Support Officer provides high-level administrative functions to the, LSMU team and fire team. The position works closely with the LSMU team in Broome and Ranger Groups to ensure that the day to day operational services is delivered.

This role will have the opportunity to support specific programs if interested: in safety, training or compliance, but will be required to provide consistent administration support which is focus of role.

### **Key Accountabilities**

1. Liaise with the Business Manager and Assistant Delivery Manager to carry out administrative processing services including;
  - Purchase orders, maintaining financial records, with focus on the mapping of flight records with corresponding invoices.
  - Arranging Meetings, Travel and Accommodation bookings
  - Processing casual payments and reimbursements, inclusive of collating ERF's for payments on in accordance with KLC policies and procedures
  - Participate in KLC Regional Teams Planning & Activities – providing logistical support and leadership with organisation for these events
  - Assist Business Manager & Fire Team with coordination and collation of reports
2. In collaboration with the Business Manager review and maintain;
  - LSMU Assets register, ensuring that all information provided by Ranger Groups/Ranger Development Officers/Ranger Coordinators are current and up to date for insurance purposes;
  - LSMU operations manual and assist in the collation of policies, procedures and operational documents; e.g. permits, fire operations manual.
  - Provide support to ranger staff on a weekly basis;
  - Collation of timesheets for submission to Payroll and Human Resources in Broome

- Payment processes, provide recommendations as part of the administration team to ensure remote staff are well supported
3. With direction and support from the Strategic Fire Operations Officer and Fire Officer;
- Act as the first point of contact for the fire team, including conducting daily safety check-ins with the field based team and acting as first point of contact for Emergency Search and Rescue Procedures
  - Assist fire coordinators and ranger coordinators to maintain compliance with Bush Fires Act and KLC fire operations manual (e.g. tracking permits, notifications)
  - Maintain fire team records e.g. schedules, safety checklists, emergency contacts,
  - Assist in the compilation of monitoring and evaluation data.
  - Other duties not inconsistent with the above as required from time to time.

## Selection Criteria

***Please note that it is essential your application addresses each of the selection criteria by providing information about your qualifications, experience and skills as they relate to each one.***

1. Relevant experience in administration or office procedures
2. Ability to work both independently and as a part of a team
3. Possess excellent verbal and written communication skills for a range of audiences and to communicate sensitively and effectively with a range of audiences;
4. Demonstrated well developed organisational skills, time management skills and the ability to prioritise and broker solutions to complex problems; and
5. Proficiency in Microsoft Office software applications and familiarity with standard software and financial operating systems;
6. Knowledge of the Land & Sea Management and demonstrated ability to communicate effectively with Aboriginal people;
7. Demonstrate the ability to assist in policies, procedures and operational documents reviews.

### **Desirable:**

- Current Western Australian driver's license.

## Salary and Benefits

10-month contract with likely extension. An attractive salary package with significant subsidies including 5 weeks' annual leave, leave loading, district allowance, rental subsidy and the option to salary sacrifice up to \$15,889 per annum will be offered to the successful candidates.

## How to Apply

Click APPLY now to apply for this position and attach you resume, cover letter and addressed selection criteria.

More information is available online at [www.klc.org.au](http://www.klc.org.au)

**The above position shall only be open to Aboriginal or Torres Strait Islander applicants. The filling of this position is intended to constitute a special/equal opportunity measure under Section 51 of the Equal Opportunity Act 1984 (WA)**

We reserve the right to commence recruitment proceedings immediately and to close this advertisement early should a candidate be located.