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**POSITION DESCRIPTION**

**POSITION: Administration Officer, Future Acts, Mining and Exploration (FAME) Unit**

**DESCRIPTION: Provide administrative support to the NQLC’s FAME Unit in relation to future acts including exploration, mining, renewable energies and carbon farming. Undertake tasks as directed by Line Managers and perform professional development activities as required.**

**UNIT: Future Acts, Mining and Exploration (FAME)**

**LEVEL: Level 3 Step 1 to Level 4 Step 1, commensurate on experience**

**SALARY: $63,318.44 - $74,073.66**

**REPORTING TO: Senior Legal Officer-Coordinator FAME Unit**

**KEY WORK DUTIES**

* Responsible for the updating and maintenance of the FAME Unit databases.
* Responsible for the registering and issuing of future act notices to Traditional Owners in a time efficient and cost effect manner.
* Ensure all electronic and hard copy files, including assisting legal officers are updated and maintained.
* Provide administrative support to the legal officers, and project officers of the FAME Unit, including but not limited to, photocopying, typing of correspondence, mail-outs and filing.
* Provide logistical support to the FAME Unit, such as developing budgets, booking meeting venues and catering, arranging transport and accommodation for Traditional Owners, staff and the like.
* Where required, take minutes of meetings, including meetings with Traditional Owners and ensure records are managed appropriately.
* Where required attend meetings to assist with minutes, attendance registration, virtual support and logistics.
* Liaise with and maintain an effective working relationship with other Units of NQLC.
* Perform other internal relief duties and tasks to meet the corporate and operational objectives and legislative requirements of NQLC including reception duties.
* Perform other duties as directed by the Line Managers or Chief Executive Officer.

**SELECTION CRITERIA**

* Demonstrated strong administrative skills and experience with the Microsoft Office Suite of programs.
* High level written and verbal communication skills.
* Ability to work with other staff in the Future Act Mining and Exploration Unit as part of a multi-disciplinary team to achieve identified corporate objectives and legislative requirements.
* Knowledge of, or ability to quickly develop, a general understanding of the *Native Title Act 1993, Cultural Heritage Act 2003* and *Mineral Resources Act 1989*, particularly sections of the Acts referring to future acts.
* An ability to develop budgets and provide logistical support.
* Ability to meet deadlines and co-ordinate affectively with other staff.
* Demonstrated ability to use initiative in improving administrative systems and/or other work practices.
* Demonstrated ability to maintain electronic and hard copy records.
* Self-motivation in identifying and undertaking tasks as required.
* Able to follow directions and seek advice where necessary.

**DESIRABLE**

* Manual class licence.
* Previous experience working with Indigenous People and in other Indigenous organisations.
* Familiar with the NQLC and its representative region in terms of its structure and constituency.