



## POSITION DESCRIPTION

<b><u>POSITION:</u></b>	<b>Prescribed Body Corporate (PBC) Support Administration Officer</b>
<b><u>DESCRIPTION:</u></b>	<b>Provide administrative support to the NQLC's PBC Support Unit and assist with the administration of PBC Support funding and capacity building in the region.</b>
<b><u>UNIT:</u></b>	<b>PBC Support</b>
<b><u>LEVEL:</u></b>	<b>Level 3, Step 1 to Level 4, Step 1 commensurate on experience</b>
<b><u>SALARY:</u></b>	<b>\$66,167.77 - \$77,406.98</b>
<b><u>REPORTING TO:</u></b>	<b>Manager, Engagement and Development Support Team through the PBC Support Unit Coordinator</b>

The PBC Support Unit (part of the NQLC's Engagement and Development Support Team) administers the federal PBC Support Funding program and offers the PBCs in the NQLC's region a range of services to support the PBCs to meet their legislative obligations and the aspirations of their native title common law holders.

### **KEY WORK DUTIES:**

1. Assist the PBC Coordinator with the administration of the NQLC's PBC Support Funding Program according to Commonwealth guidelines and NQLC procedures.
2. Specifically help PBCs develop internal procedures and systems to track and acquit Support Funding according to Process Agreements and approved budgets and work closely with the NQLC's Corporate Services Department to meet corporate requirements in this area.
3. Maintain records, registers and databases.
4. Issue notices and related correspondence to regional PBCs.
5. Travel to and attend the offices of PBCs if required to assist them in establishing internal administrative procedures and systems.
6. Provide administrative support to the PBC Unit including, but not limited to, photocopying, typing of correspondence, mail-outs and filing; Customise and improve NQLC's templates provided to PBCs for a variety of purposes, where necessary.

7. Assist with the assessment of PBC Applications and annual recommendations made to the CEO for the PBCs annual funding submission process.
8. Contribute to the planning and delivery of periodic PBC workshops and meetings under the direction of the PBC Coordinator.
9. Provide logistical support to the PBC Unit, such as developing budgets, booking meeting venues and catering, arranging transport and accommodation for Traditional Owners and staff.
10. Assist in the development of Common Law Holder registers.
11. Where required, take minutes of meetings, including meetings with Traditional Owners and ensure records are managed appropriately.
12. Liaise with and maintain an effective working relationship with other Units of NQLC.
13. Perform other internal relief duties and tasks to meet the corporate and operational objectives and legislative requirements of NQLC.
14. Provide telephone reception duties if/when required.
15. Other duties as directed.

**SELECTION CRITERIA:**

1. Knowledge of roles, functions and regulatory environment of RNTBC's under the NT Act, PBC Regulations and Corporations (Aboriginal & Torres Strait Islanders) Act 2006.
2. An ability to effectively communicate and develop appropriate professional working relationships with Aboriginal People and/or Corporations.
3. High level written and verbal communication skills including an ability to assist PBCs to develop and draft successful funding applications to funding agencies.
4. Ability to work with other staff in the PBC Support Unit and Engagement and Development Support Team as part of a multi-disciplinary team to achieve identified corporate objectives and meet legislative requirements.
5. Medium Level Excel knowledge and an ability to develop budgets and logistical support.
6. Ability to meet deadlines and co-ordinate effectively with other staff
7. Demonstrated ability to use initiative in improving administrative systems and/or other work practices.
8. Demonstrated ability to maintain electronic and hard copy records.
9. Self-motivation in identifying and undertaking tasks as required.
10. Able to follow directions and seek advice where necessary;
11. Demonstrated networking and liaison skills with a variety of government agencies and non-government organisations.
12. Knowledge and experience with relevant financial procedures involved in the accounting and acquittal of government funding.
13. Hold a current Queensland Driver Licence.