



LAYNHAPUY HOMELANDS ABORIGINAL CORPORATION

POSITION DESCRIPTION

Job Title: IPA Administrative Support
Reports to: IPA and Ranger Coordinator
Direct Reports: None
Prime Function: The IPA Administrative Support role based in the Yirralka Rangers directly supports the IPA Coordinator and Ranger Coordinator to build Yolŋu capacity in meeting the aspirations of the old people:

“to determine our own future to manage our own affairs, to become self-sufficient so that the homeland mala (clans) can continue to live in peace and harmony”.

This position is located in Yirralka and is largely office based, with some travel to homelands to support the IPA and Ranger Coordinator with larger meetings.

Key Duties:

1. Providing mentoring support and on-the-job training to a Yolŋu staff member who will work alongside this role.
2. Provide administrative support to the IPA Coordinator, Ranger Coordinator and broader team as required in the day-to-day running of the Yirralka Rangers Program. This includes:
 - a. Answering phonecalls.
 - b. Scheduling meetings.
 - c. Recording minutes to meetings (including weekly toolbox and quarterly senior ranger meetings).
 - d. Supporting the preparation of board reports and generating correspondence.
 - e. Producing purchase orders and supporting financial management within Rangers.
 - f. Managing the uniform store.
 - g. Completing weekly timesheets for Ranger staff.
 - h. Supporting IT requirements and liaising with our IP provider Fourier.
3. Provide logistical support for the running of Ranger activities. This includes:
 - a. Making travel and accommodation bookings.
 - b. Organising catering.
 - c. Completing away from base forms.
4. Assist with the Yirralka Rangers training program. This includes:
 - a. Maintaining training records and other relevant documentation for all Ranger staff.
 - b. Liaising with LHAC HR Manager to keep Ranger staff Working with Children and Police checks up-to-date.
 - c. Supporting the Learning on Country Coordinator with the delivery of planned training.



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5. Support the running of the Yirralka Rangers governance framework (Ward Mala). This includes:
 - a. Organising travel and accomodation.
 - b. Preparing meeting documentation and taking minutes.
 - c. Facilitating payment of sitting fees.
6. Ensuring good management of ranger assets. This includes:
 - a. Maintaining asset logs.
 - b. Scheduling of servicing for vehicles and vessels.
 - c. Maintaining the key register.

Selection Criteria:

1. Demonstrated willingness and capacity to follow cultural priorities, working under Yolŋu direction, and to share skills with, and support the mentoring of Yolŋu in the workplace.
2. Demonstrated administrative and organisational skills, and capacity for working with technology and various software programs including Synergy.
3. Demonstrated experience in ensuring effective planning, management and completion of tasks.
4. Excellent interpersonal, written and verbal communication skills including strong listening skills, demonstrated ability to effectively communicate with Indigenous communities.
5. Detail-orientated and comfortable working in a busy and constantly changing environment.