



LAYNHAPUY HOMELANDS ABORIGINAL CORPORATION

POSITION DESCRIPTION

Job Title	Homeland Services Coordinator
Reports to	Operations Manager (Homeland Services)
Classification	Administration
Employment Type	Full-time fixed term

Prime Function

Responsible for providing financial, planning and administration support to Operations Manager and Operations staff.

Key Duties

- Develop and monitor project budgets and report on costs and budgetary issues;
- Coordinate and organise all invoices, requisitions, purchase orders and work orders;
- Maintain quality records on all assets, maintenance work and maintenance programs;
- Assist in preparing funding applications to relevant housing programs and other grant funding opportunities;
- Maintain records for grant acquittals and contractual reporting obligations;
- Liaise with external agencies, suppliers and subcontractors;
- Take a proactive interest in safety matters, reporting any hazards and the maintenance of a safe workplace.

Selection Criteria

1. Competent computer skills including MS Office;
2. Demonstrated respect for other cultures and the ability to effectively communicate and work with Yolngu members;
3. Demonstrated ability to interpret plans, assess required works and accurately cost jobs;
4. Experience in contracts administration and negotiations with suppliers and contractors;
5. Effective communications and numeracy skills including competency in Microsoft Office;
6. Personal qualities including results and outcome focus; personal drive, enthusiasm and positive style; commitment to delivering positive customer service outcomes;

7. NT driver's license (or the ability to obtain);
8. Ability and willingness to travel by air or 4x4 vehicle to remote-area homelands as required;
9. Criminal check and Working with Children's check.

Note: No Housing is offered with this position.