

Intake Officer (Targeted)

Location: Sydney
Classification: Temporary - Up to 12 months
(with possibility of extension)

Salary: Clerk Grade 3/4 (Total Remuneration Package: Up to \$105,068 p.a. The remuneration package includes salary (\$84,659 p.a - \$92,701 p.a), plus employer's contribution to superannuation and annual leave loading.

Job reference: 0000B2KZ

Whilst this position is open to all individuals, it is targeted to Aboriginal or Torres Strait Islander people under section 21 of the Anti-Discrimination Act 1977. Aboriginal or Torres Strait Islander people are encouraged to apply, and consideration will be given to suitable Aboriginal or Torres Strait Islander applicants to promote equal or improved access. Aboriginal or Torres Strait Islander applicants must demonstrate Aboriginal or Torres Strait Islander status in addition to addressing the essential criterion.

About the role

The Intake Officer (IO) plays a vital role in the efficient operation of the Intake and Assessment Team. The IO is responsible for managing all complaints received by the LECC in the first instance. This includes handling telephone calls, enquiries, and complaints, as well as entering them onto the LECC computerised case management system. The IO position requires good communication skills (both written and verbal), attention to detail, and the ability to multitask effectively. The IO serves as the initial point of contact for individuals seeking assistance or reporting concerns relating to the NSWPF and NSWCC, making their role crucial in ensuring a prompt response by the LECC.

About you

You'll have:

- Ability to analyse information received via telephone or in writing provided by members of the public, public officials, or other external stakeholders.
- Ability to research and interrogate information held on database information systems.
- Demonstrated high level attention to detail skills.
- Good interpersonal, verbal and written communication skills.
- Good telephone manner and the proven ability to convey information over the telephone with clarity and patience.
- Ability to work under pressure and meet deadlines.
- Knowledge of, or the ability to acquire a good knowledge of the Law Enforcement Conduct Commission Act 2016, and other relevant legislation, policies and procedures.

For more details and application information, please visit iworkforNSW website and search for job reference 0000B2KZ.

Closing date: Sunday, 26 October 2025, 11.59pm

Enquiries: Cassie Tully (02) 9321 6983.

LECC

Law Enforcement
Conduct Commission

Armajun Aboriginal



Health Service

CHIEF EXECUTIVE OFFICER

Inverell, NSW – Regional role with travel required
\$250,000 base plus super, salary packaging and vehicle

Armajun Aboriginal Health Service is a respected Aboriginal Community Controlled Health Service providing holistic and culturally safe healthcare to Aboriginal people across the Northern Tablelands region.

Reporting to the Board of Directors, the CEO provides strategic and operational leadership to ensure Armajun's vision, mission, and values are achieved. The role leads the organisation at a governance level, strengthening partnerships, securing funding, and promoting Aboriginal health and wellbeing across the region.

We are seeking an experienced executive leader who brings strong skills in governance, strategy, and financial management, together with a deep understanding of Aboriginal community health. The successful candidate will demonstrate proven experience working with Boards, influencing government and policy, building effective partnerships, and leading teams in a culturally safe and accountable way.

This is an **Aboriginal identified role** and is open to Aboriginal and Torres Strait Islander applicants only under Section 14 of the Anti-Discrimination Act 1977 (NSW).

This is an opportunity to make a genuine difference by guiding a community controlled organisation with a proud history and strong community trust.

Applications close 9.00am on Monday 3 November 2025.

For more information or a confidential discussion, contact Kelli Dragos – Abundance Human Resources at kelli.dragos@abundancehr.com.au or 0419 419 554.

Community
Broadcasting
Foundation

Independent Board Director –
Community Broadcasting Foundation

Over 450+ community broadcasting organisations across Australia serve their communities with local news, music, sport, art and culture.

Community Broadcasting Foundation is looking for an **Independent Board Director**.

Our grants assist community broadcasters and their supporting organisations to serve their communities.

Our Independent Board Director positions seek experience from outside of Community Broadcasting - on this occasion and taking into account the makeup of our current Board, we are strongly encouraging First Nations Australian candidates to apply.

If you're passionate about supporting local communities through independent media, please consider applying.

Find out more information at
<https://cbf.org.au/volunteer/opportunities/>
Closes 5 November 2025 - 5pm AEST

