



## *Exciting & rewarding job opportunity*

- Aboriginal people strongly encouraged to apply
- Located in Dubbo
- Part- time, Three-year maximum term contract

The New South Wales Aboriginal Land Council (NSWALC) was established under the Aboriginal Land Rights Act 1983 (NSW) (ALRA). NSWALC is a self-funding statutory authority responsible for protecting and promoting the rights and interests of Aboriginal peoples in NSW.

The Aboriginal Land Council network operates as a two-tiered system consisting of the peak body, (NSWALC, including Zone Offices) and 120 LALCs. For more information regarding NSWALC, access our website: [www.alc.org.au](http://www.alc.org.au)

The NSWALC is committed to ensuring a better future for Aboriginal people by working for the return of culturally significant and economically viable land, pursuing cultural, social and economic independence for its people and being politically pro-active and voicing the position of Aboriginal people on issues that affect them.

The NSW Aboriginal Land Council have exciting and rewarding job opportunities and are seeking motivated and suitably experienced and qualified people to join us to deliver services on this significant initiative. We are recruiting for following role:

### **Council Support Officer – Dubbo**

#### **Salary range \$65,029 - \$78,558 per annum plus super and benefits**

The objectives of the position are to provide a comprehensive range of administrative support services to the Elected Councillor for the Region. And To ensure that all office functions are undertaken efficiently and effectively in accordance with NSWALC Policies, Procedures and legislative requirements.

This essentially covers the responsibility to support the work of Councillors by drafting correspondence, reports, and newsletters.

If you are interested in applying for this role, please visit our recruitment portal at <https://alc.bigredsky.com/page.php?pageID=106> and follow the online recruitment process. Here you can access full details of the positions and the role descriptions. Please submit your current resume and a cover letter addressing the success profile in the role description.

Applications will close Sunday 9 May 2021.

Should you require further information regarding job, please contact [recruitment@alc.org.au](mailto:recruitment@alc.org.au).