



Administrative Support Officer Position

This guide will help you prepare both your written and video applications for the Administrative Support Officer position. Your application will be assessed on a points system worth a total of **100 points**.

Both a written application and a video application are required. Everything is submitted through the Apply Now button, but you can also request a paper/PDF version of the job advertisement and this guide from our office.

1. Written Application

Your written application must include:

1. **Covering Letter** – introduce yourself, say why you are applying, and briefly outline what makes you suitable for the role.
2. **Statement of How You Meet the Criteria** – address each Key Requirement listed below. Use examples from your work, community, or personal experience to demonstrate your skills and suitability.
3. **Resume** – list your work history, education, training, and any relevant licences or certificates.

Key Requirements – MUST be Addressed in Your Statement

Applicants must address each of the following Key Requirements in their written application. Assessment will be based on the points shown.

We are looking for someone who:

1. Is a local Indigenous person — Gimuy Walubara Yidinji people are strongly encouraged to apply. (5 points)
2. Has a strong connection to and respect for Country, culture, and community. (10 points)
3. Has 2–3 years of administration, office, or business support experience. (10 points)
4. Demonstrates computer literacy, including confidence using email, Microsoft Office/Google Workspace, and file management systems. (10 points)
5. Shows strong organisational skills — able to manage time, schedule meetings, and handle multiple tasks. (10 points)
6. Communicates clearly and respectfully in both written and verbal form. (10 points)
7. Respects cultural protocols and works respectfully under the guidance of Elders. (10 points)
8. Is willing to undertake and complete training, including Certificate III in Business Administration (or similar), if not already held. (10 points)
9. Demonstrates reliability, punctuality, and consistency in work habits. (10 points)
10. Brings a positive attitude, good work ethic, and commitment to teamwork. (10 points)
11. Shows respect and care when representing GWYEAC in the community or with partners. (10 points)

Total: 100 points



Written Application Tips for Success

- **Be clear and specific** – use real examples to show how you meet each point.
- **Link your skills to the role** – explain why your experience will help you succeed as an Administrative Support Officer.
- **Show cultural respect** – include ways you respect cultural protocols or work with Elders.
- **Keep your language simple and honest** – you don't need fancy words; we want to hear your voice.

2. Video Application

Your video application is your chance to bring your personality across and show us what you're like as a person.

Use the Apply Now button on the advertisement. You don't need special equipment – a smartphone will be fine. The video should be no longer than **5 minutes**.

What to Include

In your video, you should:

1. Introduce yourself – name, community, and connection to Country.
2. Talk about why you want to be an Administrative Support Officer with GWYEC.
3. Choose 3–4 Key Requirements from the list above and give short stories or examples to show how you meet them.
4. Share something about your personal values, work ethic, or what motivates you.
5. End with a short statement on why you think you'd be a great addition to the team.

Video Application Tips for Success

- **Be yourself** – speak naturally; you don't need to memorise lines.
- **Show enthusiasm** – let your interest in the role and community come through.
- **Use examples** – short, real-life stories will make your application memorable.
- **Dress appropriately** – neat and tidy is fine.
- **Make sure we can see and hear you clearly** – check lighting and sound before recording.

3. Submitting Your Application

- Apply online using the Apply Now button in the job advertisement.
- If you need a paper or PDF version of the advertisement or this guide, you can collect one from our office or request it by email.
- Both written and video applications are required to be considered.