



APONT
Aboriginal Governance
& Management Program

Position Description

Position title	Senior Project Officer
Salary range	\$92,883 - \$101,495
Duration	Initial short term contract to 30/6/2019, with possibility of extension.
Position location	Alice Springs
Responsible to	Aboriginal Governance and Management Program Manager
Contact person	Sarah Lacy 08 8944 6639 or Wes Miller on 0497 076 257.
Expression of Interest	Send your resume and a one-page statement detailing your experience and how it relates to the role emailed to info@agmp.org.au no later than 10 January 2019 .

About the Aboriginal Governance and Management Program

The Aboriginal Governance and Management Program (AGMP) strengthens governance and management in NT Aboriginal organisations according to their self-determined needs. For more information visit our website: aboriginalgovernance.org.au.

The position

We are looking for a highly self-motivated person with experience working in areas related to governance and management, with high-level communication skills and the ability to work under minimal supervision.

The duties

1. Provide governance and management support to directors and senior managers of NT Aboriginal organisations. This includes travel to remote communities, participation in the design and facilitation of training, background research and follow ups on requests and actions from organisations we work with.
2. Network with a broad range of stakeholders including program partners, other governance and management support agencies, Aboriginal organisations, non-Aboriginal NGOs and various Government departments.
3. Provide strategic and operational support to the roll-out of NT Government's Local Decision Making policy.

4. Write program performance reports and other key documentation.
5. Provide secretariat support to the AGMP Steering Committee as required.
6. Other associated duties, including administrative duties, as reasonably required, within the limits of the employee's skills and competencies.

Working relationships

- Reports to and receives direction from the AGMP Manager.
- Work as part of a team with other AGMP staff, consultants and other APONT staff.

The successful applicant will have the following characteristics:

1. Extensive experience working with Aboriginal organisations and boards. A relevant tertiary qualification would be highly desirable.
2. Knowledge of, and experience working in, Aboriginal communities in the NT.
3. Demonstrated time and project management skills.
4. A deep understanding of governance and management challenges for remote Aboriginal organisations and what is required to overcome them.
5. An understanding of, and commitment to working to, the principles of local decision making and self-determination.
6. A demonstrated ability to engage and communicate effectively in a cross-cultural and multi-language environment.
7. High level reading and reporting skills and the ability to interpret complex documents.
8. Demonstrated IT skills, including competency in the Microsoft Suite of programs, including managing databases.
9. A current NT driver's licence (preferably manual), experience in operating a 4WD vehicle and willingness to travel by light aircraft to remote communities when required to.
10. Must have, or be able to obtain, a Working with Children (OCHRE card) and undergo a police clearance as part of our grant conditions.

We offer

- Attractive salary with salary packaging benefits
- Six weeks' annual leave pro-rata
- Flexible hours

Aboriginal people are strongly encouraged to apply.