



**APONT**  
**Aboriginal Governance  
& Management Program**

<b>JOB TITLE:</b>	<b>Senior Project Officer – Business Development</b>
<b>SALARY:</b>	Level 3 Step 7 - \$90,104.70 (pro rata)
<b>JOB TYPE:</b>	0.6FTE, 1 Year Contract
<b>POSITION LOCATION:</b>	Darwin AMSANT office
<b>SUPERVISOR/MANAGER:</b>	AGMP Program Manager

**POSITION OVERVIEW:**

This feasibility study will look at the market for fee-for-service work, trial new resources and workshop materials with a new client-base, and will result in an updated business model and staffing structure incorporating a proportion of sustainable, self-generated revenue for the future. More broadly, this expansion would enable the AGMP to diversify its funding stream and grow the service, whilst strengthening its capacity to deliver accessible, free support for small Aboriginal Corporations in need.

**Main Duties**

- In collaboration with the AGMP team, conduct market research to understand the governance-needs of Aboriginal Organisations and other prospective fee-for-service sites across the NT.
- Develop a 'product offering' of governance supports, suited to various sector-based-groups of Aboriginal Organisations across the NT drawing on existing AGMP resources and expertise.
- Collaborate with the Program Manager with the contracting of external legal, financial and business expertise as required into research on a viable business model.
- Develop a range of operational systems and tools, such as a database of fee-for-service clients, a marketing and communications plan, a booking system and new workshop resources as required.
- In preparation for fee-for service trial sites, develop a Fee for Service policy and streamline internal pricing schedules, payment procedures, etc.
- In collaboration with the Program Manager, lead the development and delivery of fee for service work across 3 –5 trial sites throughout the grant period.
- Assist with the recording and monitoring of M&E plan activities for all fee-for-service sites, incorporate site evaluation into final recommendations within the feasibility study, and assist with the preparation of an end of project evaluation report.
- Network with a broad range of stakeholders including program partners, other governance and management support agencies, Aboriginal organisations, non-Aboriginal NGO's and various government departments.
- Assist in the preparation of documents & presentations for internal and external events, such as board meetings, workshops, forums and conferences.
- Other associated duties, as reasonably required, within the employee's skills and competencies, to achieve the programs desired outcomes.



### Selection Criteria

1. Sound knowledge and understanding of the governance and management issues affecting Aboriginal people in the NT.
2. An understanding of and commitment to the principles of community control and self-determination for Aboriginal people in the NT.
3. Experience developing small business modelling, enterprise development and /or undertaking feasibility studies into economic growth in the not-for-profit sector.
4. Demonstrated experience managing projects within tight timeframes and with minimal supervision.
5. Superior skills in undertaking research and drafting high level policy and planning documents.
6. High level communication skills with regards to consulting and communicating sensitively in a cross-cultural environment with Aboriginal people and other key stakeholders.
7. A current NT driver's licence and ability to drive a manual 4WD vehicle or travel by light aircraft to selected communities and urban centres across the NT, as required.
8. Ability to work with AGMP team members to design and deliver training and capacity building workshops for Aboriginal participants.
9. Demonstrated IT skills, including competency in Microsoft suite of programs, zoom video-conferencing and managing data-bases.
10. Ability to work within a team or independently, when required.
11. Willingness to undergo a criminal history check and ability to acquire an NT Ochre Card.

*The successful candidate will be required to undergo pre-employment checks which may include national police check, and working with children check.*

**Aboriginal and Torres Strait Islander persons are strongly urged to apply.**

### To apply

Applicants are required to address the selection criteria.

Please submit your application to [info@agmp.org.au](mailto:info@agmp.org.au)

For any other inquiry, please contact 08)8944 6664