



Duty Statement

POSITION: Manager - Aboriginal Governance and Management Program (AGMP)

LOCATION: Darwin or Alice Springs, Northern Territory

This position is identified for an Aboriginal and/or Torres Strait Islander person and is intended to constitute a special measure under section 8 (1) of the Racial Discrimination Act 1975 (Cth), and section 57 of the Anti-Discrimination Act 1996 (NT).

About the AGMP – The Program

The Aboriginal Governance & Management Program (AGMP) was established by the Aboriginal Peak Organisations Northern Territory (APONT) alliance in late 2013 to provide high-quality, tailored, culturally appropriate governance and management support to Aboriginal organisations across the Northern Territory. The AGMP Manager leads a small team based in Darwin and Alice Springs to deliver the program's objective of building strengthened governance capacity for Aboriginal organisations according to their self-determined needs, leading to improved outcomes for the communities in which they operate.

About APO NT – The Alliance

AGMP is a program within APO NT - an alliance comprising the Aboriginal Medical Services Alliance of the NT (AMSANT), North Australian Aboriginal Justice Agency (NAAJA), Aboriginal Housing NT (AHNT), NT Indigenous Business Network (NTIBN), Central Land Council (CLC), Northern Land Council (NLC), Anindilyakwa Land Council (ALC) and Tiwi Land Council (TLC). The alliance was created to provide a more effective response to key issues of joint interest and concern affecting Aboriginal people in the Northern Territory.

APO NT is committed to increasing Aboriginal involvement in policy development and implementation, and to expanding opportunities for Aboriginal community control. APO NT also seeks to strengthen networks between peak Aboriginal organisations and smaller regional Aboriginal organisations in the NT.

About NAAJA – The Auspice Partner

APO NT has an auspice agreement with NAAJA, where NAAJA provides corporate support to APO NT including human resources and employment services. APO NT staff are employed as employees of NAAJA.

For enquiries, please contact:

Sasha Kiessling - Acting Manager, AGMP on 08) 8959 4623 or info@agmp.org.au

For more information about the Aboriginal Governance and Management Program, visit:

<https://www.aboriginalgovernance.org.au/>



Position Overview

We are looking for a skilled and strategic First Nations leader with experience in program management, governance, advocacy and business development to lead AGMP.

You are passionate about leading AGMP's innovative capacity building work and you have a thorough understanding of governance requirements and challenges facing Aboriginal community-controlled organisations in the NT.

You understand program management and have a good approach to improving organizational systems and business development. You are creative and innovative in your approach to scaling up the program in response to growing demand and opportunities.

You enjoy travelling throughout remote communities of the NT, are adaptable and can manage working through uncertainty and change. You are a supportive and encouraging leader, strong team player and committed to building AGMP's Aboriginal workforce.

You have knowledge and experience in participatory, culturally appropriate training and capacity building. You are committed to best practice program monitoring and evaluation – working to support the AGMP team in building an evidence base and sharing best practice across the sector.

You are a confident communicator who actively builds strategic partnerships, contributing to APONT's policy work. You are confident to translate the governance experiences of Aboriginal community-controlled organisations into effective advocacy and systems change strategies.

Key Responsibilities:

1. Program Management

- a) Progress AGMP's strategic direction, ensuring operational activities and outcomes integrate with broader strategic goals and objectives.
- b) Provide oversight of governance and management support provided by the program, ensuring quality, evidence-based, culturally appropriate services are delivered to meet the needs of Aboriginal organisations in the NT.
- c) Manage and supervise the AGMP team, including recruitment, selection, training and development.
- d) Manage project funding and grant requirements.
- e) Identify and seek appropriate future funding for AGMP projects and initiatives.
- f) Lead innovative enterprise business development of the program in order to expand AGMP's impact and outcomes.
- g) Oversee internal processes around program administration and function, including developing and maintaining budgets, WHS compliance and HR support.
- h) Oversee continuous quality improvement through the AGMP's Monitoring, Evaluation and Learning Framework.
- i) Represent AGMP at meetings, committees and forums.



2. Partnership Development

- a) Strengthen, develop and maintain close relationships and networks with Aboriginal organisations in the NT.
- b) Develop and maintain relationships with government agencies within the NT and nationally.
- c) Develop and maintain partnerships with other key partners, including corporate groups offering pro-bono services.

3. Policy, Research and Advocacy

- a) Work with and contribute to the broader policy and advocacy work of APO NT.
- a) Prepare submissions, briefing papers and reports as required.
- b) Pursue opportunities for research and shared learning in areas of best practice Aboriginal-led leadership, governance and management.

4. Other Duties

- a) Travel to remote communities throughout the NT for meetings and to support engagement, partnerships and capacity building activities with Aboriginal Boards.
- b) Other duties as directed.

Reporting relationships

The AGMP Manager reports to the APONT Manager and is led by the strategic direction of the APONT Governing Group.

Selection criteria

- 1) Strong knowledge of governance requirements and challenges experienced by Aboriginal community-controlled organisations in the NT.
- 2) Demonstrated knowledge and understanding of the NT Aboriginal Affairs sector and experience advocating for strengths-based system change and self-determination.
- 3) Highly developed strategic, analytical thinking and problem-solving abilities.
- 4) Excellent verbal and written communication and collaboration skills combined with a demonstrated ability to write clear and concise advice, submissions, briefing papers and reports, for multiple audiences; proficient IT skills including competency in Microsoft and Google suite.
- 5) Experience in stakeholder engagement and an ability to influence decision making.
- 6) Familiarity with, or a commitment to becoming familiar with relevant legislation and policies including:
 - Corporations (Aboriginal and Torres Strait Islander) Act 2006
 - NT Associations Act 2003
 - National Agreement on Closing the Gap.
- 7) Relevant tertiary qualifications and/or demonstrated experience and skills in program management, strategic business development and/or governance and leadership roles.

Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to info@agmp.org.au



Basic Employment Conditions

Position: AGMP Manager

1) Probationary Period:

6 months

2) Place of Employment:

Darwin (Alice Springs may be considered for the right candidate)

3) Hours of Work:

37.5 hours per week, 8:00am - 4:30pm Monday to Friday

4) Salary/Wages:

PSO 8.1 \$128,100 (dependent on experience), plus superannuation

As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)

5) Allowances:

Annual Airfare Entitlement payable per annum after 12 months qualifying service – Darwin \$1,150

6) Superannuation:

As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.

7) Annual Leave:

6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.

8) Long Service Leave:

As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.

9) Personal / Carer's Leave:

15 days per annum

10) COVID-19 Mandatory Vaccination

Following the release of the Chief Health Officer's COVID-19 Directions (No. 52) 2022, workers who come into direct contact with vulnerable population groups including Aboriginal people must have received 3 doses of an approved COVID-19 vaccine and show their employer evidence of their vaccination status by 21 April 2022. The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth. It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 52) 2022.

11) Other:

- Satisfactory Working With Children Clearance Check (Ochre Card) on commencement
- Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

You will be required to undergo a police record check before commencing your employment. It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.