

POSITION DESCRIPTION

Grants Officer

Grants

Position Number	TBA
Location	60 Smith Street, Darwin City, NT 0800
Reporting to	Grants Team Leader
Direct Reports	Nil
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check and OCHRE Card
Required Qualifications	Nil

Purpose of the Position

Working as a member of the Grants Team, the Grants Officer is responsible for supporting the administration and delivery of Aboriginal Investment NT's grants program. The role ensures efficient processes, facilitates compliance with policies and regulations, and supports decision-making through the preparation of high-quality documentation and reporting.

This role provides administrative and coordination support across the grants management and stakeholder engagement functions to enable effective operations.

This role requires strong communication and collaboration skills. It involves working on grants management initiatives, ensuring that grant strategies are effectively communicated and implemented across the organisation, and providing insights/advice to the Grants Team Leader.

Duties

- Administer the full lifecycle of grants, including assessment, administration, compliance, and acquittals, ensuring alignment with program guidelines
- Facilitate engagement with stakeholders, including grant applicants, recipients, and internal teams, to ensure a smooth grants process and adherence to policies
- Prepare and review documentation, reports, and correspondence related to grants, providing specialist advice and guidance on grant management practices
- Support the development and implementation of policies and procedures to improve grant administration effectiveness
- Monitor and evaluate grant outcomes, identifying risks, trends, and opportunities for improvement within the grants program
- Ensure accurate record-keeping and data integrity within the grants management system (Smarty Grants)
- Collaborate with other teams to align grant processes with broader organisational objectives
- Undertake other duties as directed by the Team Leader, Grants, that align with the skillset and objectives of the role

Version	1.0
Last updated	February 2025

Key Selection Criteria

Essential

- Knowledge of grants management, finance, or administration principles
- Strong analytical and problem-solving skills with the ability to assess grant applications and financial statements
- Excellent communication skills, with the ability to engage with diverse stakeholders, including Aboriginal organisations
- High-level organisational skills, with the ability to manage multiple priorities and deadlines
- Demonstrated ability to work effectively as part of a team and independently when required
- Cultural capability, including respect for diversity and the ability to communicate sensitively with Aboriginal peoples and communities

Desirable

- Experience working in or with Aboriginal businesses
- Tertiary qualification in business, administration, finance, or a related field

Organisation Expectations

- Contribute to the efficient and effective functioning of their team or work unit in order to meet organisation objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors
- Demonstrate and promote the organisation Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour
- Read, understand and comply with all organisation policies and procedures
- Undertake risk management and actively support and participate in the risk management processes adopted by the organisation which include identifying, analysing and evaluating risk that may impact on the organisation
- Work at and travel between other organisation office/s or to other locations from time to time as may be required during the course of employment
- Complete all mandatory training such as required by the organisation
- Demonstrate understanding of the principles of anti-discrimination, staff equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs

Work Health & Safety

- Ensure all activities comply with WHS legislation and organisation policy & procedure
- Implement & monitoring risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and support in implementation of risk controls
- Analysis of WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency