

POSITION DESCRIPTION

Office Manager

Corporate

Position Number	9004
Location	60 Smith Street, Darwin City, NT 0800 Ability to travel to regional and remote locations, if required
Reporting to	Financial Controller
Direct Reports	One
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check.
Required Qualifications	• Cert III Business Administration (or a related dis) and relevant professional experience, or an equivalent combination of relevant experience and/or education/training.

About Aboriginal Investment NT

Aboriginal Investment NT is a corporate Commonwealth entity, established under the *Aboriginal Land Rights Act (Northern Territory) 1976*, and designed in partnership with Aboriginal Territorians. Our purpose is to work with Aboriginal Territorians to achieve economic, social and cultural impact through innovative approaches to investments, beneficial payments and other financial assistance. To support this, we have initial grant funding of \$180 million and an investment corpus of \$500 million. Our Aboriginal-controlled board share a vision of self-determination, with Aboriginal Territorians at the centre of Aboriginal Investment NT's work.

Purpose of the Position

The Office Manager is responsible for the efficient day-to-day operations of the organisation's office, providing high-level administrative, procurement, and contract management support. The role ensures compliance with policies and procedures, supports staff and management, and maintains confidentiality while identifying issues and implementing solutions that improve efficiency and effectiveness.

Duties

The following accountabilities are not exhaustive and may include others as directed by the Financial Controller that are commensurate with skill set.

- Manage daily office operations, facilities, and administrative systems to ensure the workplace runs efficiently, professionally, and safely.
- Coordinate office support services, including reception, stationery, meeting logistics, staff travel arrangements, and calendar management for the Chief Operating Officer.
- Analyse operational issues, recommend practical solutions, and implement process improvements.

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- Support financial processes and assist staff with procurement activities in line with the Corporation's policies.
- Provide contract management for fleet, travel, cleaning, and other administrative service contracts in accordance with the Corporation's policies.
- Develop and maintain accurate records, procedures, and instructions to support consistent administrative practices.

Key Selection Criteria

Essential

- Demonstrated ability to analyse information, identify issues, and develop effective solutions to improve operations.
- Proven capacity to manage confidential information with integrity and discretion.
- Experience in contract management and procurement, with knowledge of policies and compliance requirements.
- Strong organisational skills, including is responsible for the efficient day-to-day operations of the organisation's office, providing high-level administrative, procurement, and contract management support., deadlines, and the calendar of a senior executive.
- Excellent written and verbal communication skills, with the ability to build strong working relationships across all levels of the organisation.
- Proficiency in Microsoft Office and document management systems, with experience in developing and maintaining accurate records, procedures, and instructions.

Desirable

- Experience working within a Commonwealth entity or government-funded organisation, with knowledge of relevant legislation and compliance frameworks.
- Familiarity with OneDrive or other enterprise document management systems.

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