

POSITION DESCRIPTION

Community Development Adviser

Position Number	3012 & 3013(AS)
Salary Range	AIN3
Location	60 Smith Street, Darwin City, NT 0800 or 475 South, Stuart Hwy, Alice Springs, NT 0870 Ability to travel to regional and remote locations
Reporting to	Collective Impact Manager
Direct Reports	Nil
Special Provisions	<ul style="list-style-type: none"> • Appointment is contingent upon receipt of a satisfactory National Criminal History check. • Current Northern Territory Driver's Licence (and ability to maintain) • Current Ochre Card
Required Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in Community Development (or a related field) and relevant professional experience, or an equivalent combination of relevant experience and 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

Working as a member of the Collective Impact team, the Community Development Adviser plays a critical role in delivering Aboriginal Investment NT's collective impact program. This position is responsible for working in partnership with identified Aboriginal communities to design and deliver a Collective Impact Initiative Plan.

This role requires strong communication and collaboration skills and a deep understanding of Aboriginal cultural and governance contexts.

Duties

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

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- Work in partnership with communities to develop Collective Impact Initiative Plans, which bring together community priorities, high-level project plans, potential funding sources, responsibilities of key partners, and governance arrangements
- Develop and maintain collaborative relationships and networks with Traditional Owners, community members and key stakeholders
- Facilitate inclusive community-led planning and project design processes that tackle root causes of challenges being experienced by a community
- Find and share relevant opportunities that align with community needs and aspirations
- Work in partnership with communities to deliver Collective Impact Initiative Plans. This involves preparing detailed project plans and grant funding applications, brokering partnership arrangements, and providing project management, capability development, impact monitoring and evaluation and other activities as agreed by a community
- Contribute to the continuous improvement of the collective impact program

Key Selection Criteria

Essential

- Demonstrated experience working with Aboriginal communities in the NT on planning, capacity building or governance, with a deep understanding of cultural protocols
- Demonstrated ability to facilitate inclusive and collaborative processes with Aboriginal community members to agree on priorities and design projects or initiatives
- Strong communication, negotiation and conflict resolution skills, with experience liaising and coordinating diverse stakeholders, including community groups, government and service providers, to build effective partnerships
- Demonstrated ability to develop, manage and deliver multiple, large-scale projects, preferably in remote communities
- Demonstrated ability to navigate ambiguity and respond proactively to evolving priorities and opportunities
- Excellent conceptual, analytical and writing skills, with proven ability to prepare high quality project documentation and competency in Microsoft Office Suite and other relevant software programs

Desirable

- Specialist knowledge of community development approaches, principles and frameworks

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