

POSITION DESCRIPTION

Investee Relations Officer

Investment Department

Position Number	4005
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, if required
Reporting to	Investment Partnerships Manager
Direct Reports	Nil
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check and OCHRE Card Application
Required Qualifications	Relevant professional experience in business, finance, commerce, economics, Indigenous affairs, or a related field.

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 Investee Relations Officer plays a key supporting role in managing relationships between Aboriginal Investment NT and its investees through the Nation-Building Investment Portfolio. Primarily these investments will be Aboriginal place-based investments (debt or equity) in enterprises and commercial projects driven by local Aboriginal development objectives. Reporting to the Investment Partnerships Manager, this position facilitates communication, support investee engagement, and ensures that investees receive the necessary support and guidance throughout the investment life cycle.

Duties

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

- Maintain accurate records of stakeholder engagement activities, investee meetings and pipeline activity.
- Develop and maintain investee engagement and relationships, to fully understand the investees commercial ventures and assist investees access business development and capacity-building programs.
- Assist to gather and analyse business and financial information for investment pre-qualification.

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- Support initial due diligence assessments and prepare reports for senior team members.
- Act as a key contact for investees, responding to queries in a timely manner and referring opportunities to other program areas where appropriate.
- Accurately monitor investee progress and compliance with investment terms, escalating concerns as needed.
- Support the implementation of impact measurement frameworks to assess investment outcomes.
- Co-ordinate meetings and forums between Aboriginal Investment NT and investees.

Key Selection Criteria

Essential

- High level of accuracy, analytical thinking, and attention to detail.
- Significant ability to communicate and negotiate sensitively and adapt to a diverse audience.
- High level of commercial acumen, financial analysis and ability to evaluate business plans.
- Demonstrated ability to build beneficial working relationships with stakeholders and investees.
- Minimum two (2) years' experience in commercial lending and or impact investing (debt and equity).

Desirable

- Tertiary qualification in business, finance, commerce, economics or accounting will be highly regarded.

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 & monitor 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