

POSITION DESCRIPTION



Investment Partnerships Manager

Investment Department

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| Salary Range | \$150K-\$170K |
| Location | 60 Smith Street, Darwin City, NT 0800. Ability to travel to regional and remote locations, if required |
| Reporting to | Chief Investment Officer |
| Direct Reports | Investee Relations Officer |
| Special Provisions | Appointment is contingent upon receipt of a satisfactory National Criminal History check. |
| Required Qualifications | Tertiary qualifications in business, finance, commerce, economics, Indigenous affairs, or a related field. Desirable CFA, CPA, MBA or similar membership accreditation |

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. 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 Investment Partnerships Manager, reporting directly to the Chief Investment Officer (CIO), plays a critical role in advancing Aboriginal-led economic development across the Northern Territory. The position operates at both a strategic and operational level – shaping systems change to strengthen priority sectors, while supporting the on-the-ground deployment of capital into Aboriginal businesses and community-driven investments. This role fosters strong partnerships with Aboriginal enterprises, Traditional Owners, and community stakeholders, providing leadership across business support, investee engagement, and the delivery of Sector Development Activities to ensure investments are both impactful and culturally grounded.

Duties

The following accountabilities are not exhaustive and may include others as directed by the Chief Investment Officer that are commensurate with skillset.

- Lead the design and delivery of Aboriginal Investment NT's Sector Development Activities, ensuring they address strategic barriers, unlock market access, and build long-term capability across priority industries.
- Identify sector-wide challenges and opportunities, working collaboratively with stakeholders to develop initiatives that support Aboriginal participation, enterprise growth, and regional economic resilience.
- Lead and provide strategic oversight to the Investee Relations function, including managing and mentor Investee Relations Officers, ensuring culturally appropriate engagements.

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| Version | 1.0 New Role |
| Last updated | July 2025 |

- Originate and pre-qualify investment opportunities, assessing financial needs and risks whilst integrating community-driven investments into the pipeline.
- Oversee all investee engagement, ensuring support, compliance, and progress monitoring.
- Act as a key relationship manager and build trusted relationships with Aboriginal enterprises, Traditional Owners, investees, and stakeholders.
- Analyse, develop and lead business support services, identifying gaps and advocating policy improvements.
- Guide Aboriginal organisations on sustainability, long-term viability, and capacity building.
- Maintain records of investee relationships, agreements, and key performance indicators whilst tracking investee progress, ensuring compliance and escalating concerns as needed.
- Support the development of impact measurement frameworks to track economic and social outcomes.
- Ensure adherence to the Performance and Capability Act 2013 (PGPA Act).

Key Selection Criteria

Essential

- Demonstrated experience in investment, business development, or economic development within Aboriginal business and communities.
- Demonstrated ability to manage stakeholder relationships, including Traditional Owners, Aboriginal enterprises, government agencies, and private sector partners, ensuring culturally appropriate engagement.

Desirable

- Previous experience of working in an aboriginal finance sector and an understanding of Northern Territory Aboriginal communities, nation-building, self-determination and community development principles and approaches.

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