

# POSITION DESCRIPTION

## Engagement Adviser

<b>Position Number</b>	<b>TBC</b>
<b>Location</b>	60 Smith St Darwin or 475 South, Stuart Highway, Alice Springs
<b>Reporting to</b>	Engagement Manager
<b>Direct Reports</b>	Nil
<b>Branch</b>	Strategy
<b>Special Provisions</b>	<ul style="list-style-type: none"><li>• Appointment is contingent upon receipt of a satisfactory National Criminal History check.</li><li>• Current Northern Territory Driver's Licence (and ability to maintain)</li><li>• Current Ochre Card (and ability to maintain)</li></ul>
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• Tertiary qualification in community development, business, governance or a related field and/or equivalent relevant experience and/or education/training.</li></ul>

## 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 Engagement Adviser plays a key role in supporting Aboriginal Investment NT's grants and investment programs. The position works directly with people, communities, and organisations to strengthen relationships, ensure programs align with community needs, and promote opportunities for economic development.

The role supports Aboriginal Investment NT's commitment to Aboriginal self-determination, economic participation, and community-led development across the Northern Territory. It provides practical guidance on funding opportunities, promotes awareness of our initiatives, and contributes to delivering meaningful, long-term outcomes with and for Aboriginal Territorians.

## Duties

The following key responsibilities are indicative and may include tasks as directed by the Engagement Manager:

- Act as the main point of contact between Aboriginal Investment NT and key stakeholders, communities, businesses and organisations
- Build and maintain respectful and effective relationships with community, organisations, businesses and service providers
- Provide clear and practical guidance to applicants, organisations and community on funding opportunities, eligibility and assessment criteria
- Collaborate with internal teams and external partners to support strong and culturally informed engagement processes
- Gather and report on community feedback to inform policies, programs, and future investment priorities

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- Facilitate workshops, meetings, and information sessions to build awareness and understanding of grants and investment opportunities.
- Represent Aboriginal Investment NT at community meetings, forums, and events.
- Support accurate data collection and prepare reports on engagement activities and outcomes.
- Ensure engagement activities align with organisational policies, guidelines, and relevant legislation.
- Identify potential economic and community development opportunities that align with Aboriginal Investment NT's objectives.
- Contribute ideas and recommendations to strengthen program design and delivery based on community insights and evidence.

## **Key Selection Criteria**

### **Essential**

- Demonstrated experience working with Aboriginal people, communities, and organisations, with a strong understanding of cultural protocols and engagement practices
- Commitment to culturally safe practice and the ability to work respectfully and effectively across diverse cultural contexts, with a demonstrated ability to work collaboratively and support partnership-based approaches
- Strong communication and interpersonal skills, with the ability to build trust and tailor messaging to suit different audiences
- Proficiency in Microsoft Office applications particularly Word, Excel, PowerPoint, and Outlook
- Experience in community engagement, grants management, or program delivery
- Ability to manage sensitive or complex issues with discretion, professionalism, and sound judgement.
- Strong understanding of the strengths, priorities, and challenges for Aboriginal people and communities in the Northern Territory
- Ability to travel to regional and remote locations, when required

### **Desirable**

- Experience in business or economic development, including financial planning and reporting
- Knowledge of community development principles and approaches
- Knowledge of governance principles, compliance requirements, and contract management processes

## **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.