



JOB DESCRIPTION

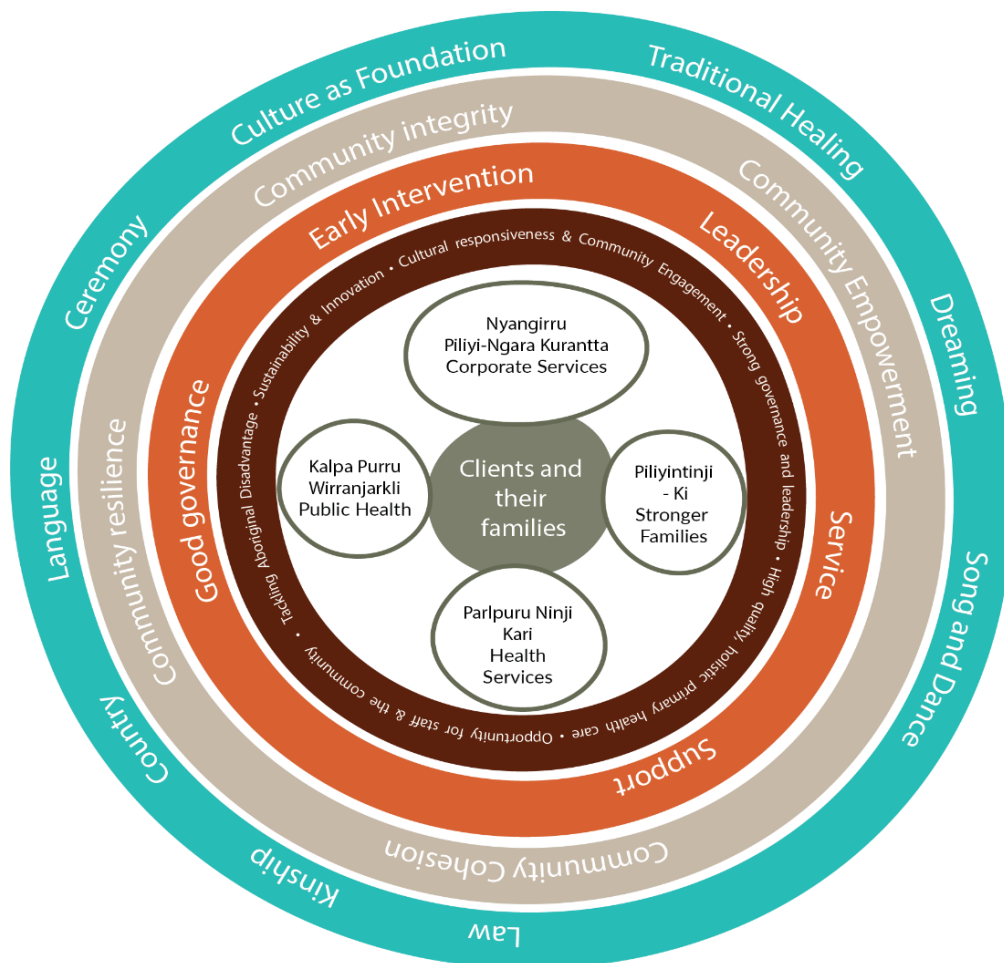
Nyangirru Piliyi-ngara Kurantta – Corporate Services Section				Work Unit	Grants
Job Title	Grants Officer			Level	Administration, Support & Management roles (Admin) Level 6.1 – 6.5
Job Type	Full Time			Duration	Ongoing, Dependant on Funding
Salary	\$77,620.52pa - \$85,279.35pa			Location	Tennant Creek
Position Number	CSS 16	Budget	CSS	Closing	
Contact	Human Resources Department 08 8962 2633				
Reports to	Grants and Contracts Manager				
Information for Applicants	Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to hr@anyinginyi.com.au Appointment Conditions: - Confirmation of employment is dependent on the outcome of a successful application for an Ochre Card/ Working with Children’s Card and National Police Check. - As per Anyinginyi Health Aboriginal Corporation Policy, all employees are preferred to be vaccinated against COVID-19 with a minimum of 3 COVID-19 vaccinations.				
Hours of Work	Monday – Friday (excluding public holidays) 8:00am – 4:30pm.				
Special Measures	This position is an Aboriginal or Torres Strait Islander (ATSI) identified position.				
About Benefits	- Salary packaging up to \$15,899.94 pa. 6 weeks annual leave and personal/carer’s leave up to 10 days per year - Up to \$1,500 study allowance after 1 year of service - Study leave can be negotiated - Remote retention allowance of \$1,500 after 1 year of service and \$3,000 after 2 years’ service - Annual remote travel allowance of \$1,500 for personal travel after 1 year of service - Annual local Bi-Lingual allowance of up to \$1,500 - Employee access to Anyinginyi Health Clinic – with free Prescriptions - Free General Dentistry (Lab Work to be paid by employee)				
<i>This ATSI Identified Position</i> <i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander applicants are encouraged to apply.</i>					

ABOUT THE OPPORTUNITY

The Grants Officer is part of the team responsible for providing holistic support and advice to Anyinginyi program staff and Executive Managers to enable sections and the organisation to improve outcomes, explore new funding and service delivery opportunities and consistently meet the reporting and compliance obligations of our funding agreements and contracts. The position will also be proactive in seeking out and following up funding opportunities and support for Anyinginyi programs in collaboration with Executive Managers, and to manage and acquit current grant funding agreements. The position reports to the Grants and Contracts Manager and requires an understanding of working within a culturally responsive and trauma informed service delivery and community control context, as well as an understanding of the ethos of comprehensive primary health care.



PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well-being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (AHAC) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi is made up of four different sections (Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

Our Vision

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

Our Purpose

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

DUTIES

Key Duties & Responsibilities:

1. Undertake a broad range of administrative activities and provide quality grants management support to ensure compliance with funding agreements and contracts; and identify risk and escalate promptly and appropriately.



2. Provide quality, comprehensive information, report analysis and evidence-based advice to the Grants and Contracts Manager, and internal and external stakeholders; prepare email correspondence and assist with plans, briefs, reports, and submissions; and undertake projects as directed by the Grants and Contracts Manager.
3. Assist Executive Managers and Program Managers with meeting reporting requirements by providing regular reporting notifications, templates and other support as required.
4. Maintain internal monitoring and reporting compliance tools and assist with developing grants management systems and processes to improve reporting and compliance outcomes.
5. Proactively monitor and identify grant funding opportunities from government and non-government agencies which align with Anyinginyi Health's projected programs, planning goals and strategies; and develop approved draft proposals and concepts into grant funding applications in collaboration with the Grants and Contracts Manager and the responsible Executive manager,
6. Manage effective security over confidential and sensitive records and information; and actively promote best practice record management of key documents and communications.
7. Work collaboratively and constructively with funding partners and internal and external stakeholders and maintain positive relationships.
8. Liaise with Anyinginyi Health's Finance Team as required in relation to remittance tracking, invoicing and financial reporting.
9. Assist the Grants and Contracts Manager with delivering grants educative and information sessions to improve grants development, compliance and reporting.
10. Comply with all Anyinginyi policy and procedures, including use of approved IT programs for electronic data management, including the sharing and advocacy of this information to fellow colleagues.
11. Participate in training and development opportunities to increase skills and knowledge and enhance capability within the Grants Team.
12. Provide additional support as required to promote business continuity within the Business Services Section, within the position's level classification.



ABOUT YOU - SELECTION CRITERIA

To be successful in this role, you will need to possess the following:

Essential skills and experience:

1. Respect for traditional Aboriginal culture and cultural diversity, and the ability to communicate effectively and sensitively with Aboriginal/culturally diverse people.
2. Understanding of Workplace Health and Safety (WHS) individual responsibilities in the workplace, including demonstrated awareness of conditions for remote living and travel safety.
3. Demonstrated experience working in grants management or a similar context including but not limited to analysing income and expenditure statements and narrative performance reports; familiarity with the grant life cycle; and drafting grant funding applications.
4. Demonstrated high level written and verbal communication skills for a wide range of internal and external stakeholders, preferably within a primary health care context.
5. Demonstrated project management experience including high level time management and attention to detail, as well as providing quality and evidence-based information and advice.
6. Demonstrated ability to work collaboratively with internal and external stakeholders and to effectively manage relationships.
7. Demonstrated ability to resolve issues efficiently and effectively and think strategically.
8. Current NT Driver's License.
9. Current OCHRE Card or provide evidence of obtaining an OCHRE Card.
10. Minimum Certificate IV in Business Administration or Financial Services or demonstrated capacity and commitment to obtain the qualification within an agreed timeframe.

Desirable

1. Previous experience working in Aboriginal and Torres Strait Islander Health.
2. Knowledge of social and health issues confronting Aboriginal people in the Northern Territory.
3. Previous experience working in a remote area.



APPOINTMENT CONDITIONS

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)** and a **satisfactory National Criminal History Check**.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

Acceptance of Responsibilities:

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 6 months, or willingness to obtain)
- ☒ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other

