

POSITION DESCRIPTION

Grants Manager

Position Number	TBA
Salary Range	\$135,000 - \$145,000
Location	60 Smith Street, Darwin City, NT 0800 Ability to travel to regional and remote locations, if required
Reporting to	Chief Operating Officer
Direct Reports	Grants Team Leader
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check.
Required Qualifications	Tertiary qualifications in business, public administration, community development or a related field, or an equivalent combination of relevant experience and training.

Purpose of the Position

Working as a senior member of the Grants team, the Grants Manager is responsible for managing the strategic delivery and continuous improvement of the grants program of Aboriginal Investment NT and its Board. The role ensures efficient systems and processes, facilitates compliance with policies and regulations, and supports decision-making through the preparation of high-quality documentation, reporting and insights.

This role provides high-level operational and coordination support across grants design, delivery, performance monitoring and stakeholder engagement to enable effective and impactful operations.

This role requires strong leadership, communication and collaboration skills. It involves overseeing grants management initiatives, ensuring that grant strategies are effectively implemented across the organisation, and providing insights and advice to the Chief Operating Officer.

Duties

- Provide specialist and high-level advice and support to the organisation in respect to grants strategy, delivery, governance and compliance, including alignment with legislative and regulatory obligations.
- Lead the design, development and implementation of end-to-end grants management processes, systems and policies to ensure operational excellence, accountability and strategic alignment.
- Drive system architecture and optimisation of SmartyGrants, ensuring it supports accurate reporting, streamlined workflows, and a high-quality experience for applicants and staff.
- Manage operational planning, performance, and capability development across the grants team, including direct line management of the Team Leader – Grants.
- Lead cross-functional collaboration to ensure grants delivery is aligned with organisational strategy, investment priorities and stakeholder engagement objectives.

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- Prepare and present high-quality reports, insights and recommendations to the COO, Executive and Board to support governance, transparency and decision-making.
- Build and maintain strong, culturally informed relationships with Aboriginal organisations, Traditional Owners, and other key stakeholders to ensure grants are accessible, appropriate and impactful.

Key Selection Criteria

Essential

- Demonstrated experience in leading high-level grant design, delivery and oversight within a complex organisational setting.
- Proven ability to develop and implement policies, processes and systems to support efficient, compliant and impactful grants management.
- Experience managing and configuring grants management platforms (preferably SmartyGrants), including reporting and workflow optimisation.
- Strong leadership capability, including experience managing teams, building capability and driving performance.
- High-level written and verbal communication skills, including the ability to prepare reports and briefings for executive and governance audiences.
- Demonstrated cultural capability and experience working respectfully and effectively with Aboriginal people, organisations and communities.
- Strong understanding of risk management, governance and accountability in relation to public or philanthropic funding.

Desirable

- Experience working in or with Aboriginal-controlled organisations or community-led funding initiatives.
- Tertiary qualifications in business, public administration, community development or a related field.

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