

Position description

Position	Grants and contracts manager
Salary	\$120,000 + salary packaging up to \$18,500 p.a. + superannuation + generous leave
FTE	Full time 38 hours per week
Location	Darwin, Northern Territory
Reports to	Chief executive officer

About APONT

The Aboriginal Peak Organisations of the Northern Territory Aboriginal Corporation ICN 10476 (APONT) is an alliance comprising the Aboriginal Medical Services Alliance NT (AMSANT), North Australian Aboriginal Justice Agency (NAAJA), Aboriginal Housing NT (AHNT), NT Indigenous Business Network (NTIBN), Central Land Council (CLC), Northern Land Council (NLC), Anindilyakwa Land Council (ALC) and Tiwi Land Council (TLC). The alliance was created to provide a more effective response to key issues affecting Aboriginal people in the Northern Territory, including through advocating practical policy solutions to government.

A key responsibility of APONT is to ensure the Commonwealth and Northern Territory governments are meeting their commitments to the closing the gap targets and priority reforms.

APONT is committed to:

- strengthening and establishing formal partnerships and shared decision-making
- building the Aboriginal and Torres Strait Islander community- controlled sector
- transforming government organisations so they work better for Aboriginal and Torres Strait Islander people
- improving and sharing access to data and information to enable Aboriginal and Torres Strait Islander communities to make informed decisions.

NTRAI

The Northern Territory Remote Aboriginal Investment (NTRAI) is a partnership between the Australian Government, the Northern Territory Government and APONT. It invests in stronger Aboriginal community control and better outcomes for remote Aboriginal communities.

Through the capacity building and sector strengthening (CBSS) grants program, administered by APONT, NTRAI supports Aboriginal community-controlled organisations (ACCOs) to strengthen their capability, deliver quality services and lead community-driven solutions that reflect local priorities and aspirations.

Position overview

The grants and contracts manager is responsible for the effective management and administration of the capacity building and sector strengthening (CBSS) grants program. The role leads the end-to-end grants and contracts lifecycle, ensuring grant funding is administered transparently, efficiently, and in accordance with funding agreements, organisational policies, legislation, APONT policies and the aims of the CBSS grants program and NTRAI.

Working collaboratively with grant recipients, government agencies, partner organisations, and internal teams, the grants and contracts manager supports the delivery of high-quality CBSS grant outcomes that strengthen organisational capability, promote sector development and maximise the impact of funded initiatives.

The role also contributes to the continuous improvement of grant administration systems, contract management practices, monitoring frameworks, and stakeholder engagement processes.

Duties

Grants program management

1. Manage the full lifecycle of the CBSS grants program, including planning, application processes, assessment coordination, contracting, implementation, monitoring, reporting, variations and acquittals.
2. Develop and maintain clear grants administration procedures, application forms, assessment tools, templates and operational guidelines.
3. Coordinate grant funding rounds and ensure timely delivery of all program milestones.
4. Monitor grant performance against funding agreements and program objectives.
5. Maintain accurate grant records and reporting systems.
6. Analyse grant performance data to identify trends, risks, and opportunities for improvement.
7. Prepare reports for executive management, funding bodies, and governance committees.
8. Support program evaluation activities and contribute to impact reporting.

Contract management

9. Prepare, negotiate and administer grant agreements and related contracts.
10. Prepare, negotiate and manage funding agreements and service contracts.
11. Ensure contracts comply with organisational policies, funding agreements and legislative requirements.
12. Monitor contract deliverables, milestones, reporting obligations and performance indicators.
13. Manage contract amendments, extensions and variations.
14. Maintain a comprehensive contracts register and document management system.
15. Monitor compliance with reporting requirements and contractual obligations.

16. Coordinate due diligence processes for grant recipients.
17. Identify compliance issues and implement corrective actions where required.
18. Support internal and external audits relating to grants and contracts.

Stakeholder management

19. Build effective relationships with funding agencies, auditors, grant recipients and key stakeholders, including APONT members and Aboriginal community controlled organisations in the Northern Territory.
20. Provide advice and guidance to applicants and funded organisations throughout the CBSS grant lifecycle.
21. Respond to funding body enquiries relating to financial and compliance matters.
22. Collaborate with program staff to ensure financial and program outcomes are aligned.
23. Develop and deliver training, information sessions, and guidance materials for applicants and grant recipients.

Other duties

24. Other duties as directed.

Selection criteria essential

1. An in-depth knowledge and understanding of contemporary Aboriginal and Torres Strait Islander political, cultural and economic issues facing Aboriginal people and communities in the Northern Territory.
2. Demonstrated experience managing grants programs, contracts or funding agreements.
3. Strong knowledge of grant administration, contract management and governance principles.
4. Demonstrated skills in reporting, data collection or outcomes measurement.
5. Proven adaptability and flexibility to work constructively with a diverse team of staff and meet deadlines without supervision.
6. Relevant qualifications in accounting, finance, commerce or a related field.
7. Availability to travel to remote communities, if required.
8. Ability to obtain and maintain a satisfactory working with children clearance (ochre card).
9. A current Northern Territory 'C' class drivers licence.

Selection criteria desirable

1. Understanding of the national agreement on closing the gap and the Northern Territory remote Aboriginal investment program.
2. Knowledge of policies, programs and processes of government, government departments and authorities as they relate to Aboriginal people in the Northern Territory.

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