



**Aboriginal Peak
Organisations**
NORTHERN TERRITORY

Position description

Position	Program support officer, sector strengthening
Salary	\$80,000 + salary packaging up to \$18,500 p.a. + superannuation + generous leave
FTE	Full time 38 hours per week
Location	Darwin, Northern Territory
Reports to	Program director, sector strengthening

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 program support officer, sector strengthening provides high-quality administrative, project and operational support to the capacity building and sector strengthening (CBSS) grants program. The role supports the effective delivery of grants, capacity building initiatives, stakeholder engagement activities and program governance by coordinating administrative processes, maintaining accurate records, supporting communications, and assisting with monitoring and reporting.

Working collaboratively with program staff, grant recipients, funding partners and other stakeholders, the program support officer contributes to the efficient day-to-day operation of the program and helps ensure grant activities are delivered in accordance with funding agreements, organisational policies, and program objectives.

Duties

Grants program administration and support

1. Provide administrative support across all aspects of the CBSS grants program.
2. Coordinate calendars, meetings, workshops, forums, and stakeholder events.
3. Prepare agendas, meeting papers, minutes, action registers and follow-up activities.
4. Maintain program documentation, filing systems and electronic records.
5. Support procurement and administrative processes in accordance with APONT policies and grant guidelines.
6. Assist with the administration of the grants lifecycle, including application receipt, eligibility checks, contracting, reporting, and acquittals.
7. Maintain accurate grant records and databases.
8. Track grant milestones, reporting deadlines, and contractual obligations.
9. Prepare correspondence and documentation for grant recipients.
10. Respond to routine enquiries from applicants and funded organisations and refer complex matters to appropriate staff.
11. Support the planning and coordination of program activities, projects, workshops and training events.
12. Monitor project timelines and assist in tracking deliverables.
13. Coordinate logistics for meetings, community consultations, and capacity-building activities.
14. Assist with scheduling and travel arrangements where required.
15. Support a culture of collaboration, customer service, continuous learning, and quality improvement.

Monitoring, reporting and data management

16. Collect, compile, and maintain CBSS grant program data and supporting documentation.
17. Assist in preparing regular program reports, dashboards, and performance updates.
18. Monitor reporting schedules and follow up outstanding information.

19. Support data quality and record management practices.
20. Assist with processing invoices, purchase orders, and payment requests.
21. Monitor expenditure against approved budgets and maintain financial records as directed.
22. Support reconciliation of project expenses and administrative budgets.
23. Assist with procurement documentation and supplier administration.
24. Ensure program records are complete, accurate, and maintained in accordance with organisational policies.
25. Support compliance with funding agreements, privacy legislation, and record management requirements.
26. Assist in preparing documentation for audits, reviews, and evaluations.
27. Contribute to the development and maintenance of administrative procedures and templates

Other duties

28. 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. Experience providing high-level administrative support within a program or project environment.
3. Excellent organisational skills with the ability to manage competing priorities and meet deadlines.
4. Strong written and verbal communication skills.
5. Experience maintaining databases, electronic records and document management systems.
6. Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and Teams.
7. Ability to obtain and maintain a satisfactory working with children clearance (ochre card).
8. 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.
3. Familiarity with grants management, customer relationship management (CRM), or project management systems.

— End —