

Position description

Position	Program director, sector strengthening
Salary	\$150,000 + 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 program director, sector strengthening provides strategic leadership and oversight of the capacity building and sector strengthening (CBSS) grants program. The role is responsible for delivering a high-impact, evidence-informed program that strengthens organisational capability, leadership, governance, workforce development, service quality and collaboration across the Aboriginal community controlled sector.

The program director leads all aspects of program design, implementation, governance, grant administration, financial oversight, performance monitoring, stakeholder engagement and continuous improvement. Working closely with funders, Aboriginal community controlled organisations, APONT members and strategic partners, the program director ensures the CBSS grants program achieves measurable outcomes while fostering innovation, collaboration and sustainable sector development.

As a member of APONT's executive leadership team, the program director contributes to organisational strategy, business development, organisational performance, and a culture of accountability, learning, and excellence.

Duties

Strategic leadership

1. Provide strategic leadership for the design, implementation, and continuous improvement of the CBSS grants program.
2. Develop and implement program strategies that align with APONT's strategic plan, funding agreements and sector priorities.
3. Identify emerging opportunities, risks, and policy developments that influence sector strengthening initiatives.
4. Promote innovation, collaboration, and systems thinking to maximise long-term impact.

Program leadership and delivery

5. Lead the successful delivery of all CBSS grants program objectives, milestones and performance measures.
6. Oversee the end-to-end management of grants, contracts, capacity building activities, technical assistance, and sector engagement initiatives.
7. Ensure program activities are delivered on time, within budget, and in accordance with funding agreements.
8. Drive high-quality program planning, implementation, monitoring and reporting.
9. Lead initiatives that strengthen organisational capability, governance, leadership, workforce development, financial sustainability and service excellence across funded Aboriginal community controlled organisations.
10. Foster collaboration, knowledge sharing, peer learning, and strategic partnerships across the sector.
11. Promote culturally responsive, strengths-based, and evidence-informed approaches to organisational development.

12. Foster an inclusive, collaborative, and high-performing workplace culture.
13. Set clear expectations, manage performance, and support professional development.
14. Promote staff wellbeing, cultural safety, and continuous learning.
15. Lead implementation of a robust monitoring, evaluation, and learning framework.
16. Ensure program decisions are informed by evidence, data, and stakeholder feedback.
17. Monitor outcomes, identify lessons learned, and drive continuous improvement.

Governance, risk and compliance

18. Ensure compliance with funding agreements, legislation, organisational policies and APONT governance frameworks.
19. Oversee program risk management, quality assurance and internal controls.
20. Ensure robust governance systems support transparent and accountable decision-making.
21. Report on program performance and risk.
22. Oversee program budgets, financial performance, grant expenditure and resource allocation.
23. Ensure effective financial governance and value for money.
24. Work closely with the finance and compliance manager to monitor financial performance, acquittals, audits and compliance obligations.

Stakeholder management

25. Develop and maintain trusted relationships with government partners, Aboriginal community controlled organisations, peak bodies, philanthropic partners, APONT members and other stakeholders.
26. Represent APONT in high-level meetings, forums, conferences and advisory groups, as requested by the .
27. Build collaborative partnerships that enhance sector capability and program impact.
28. Act as the primary liaison with funding agencies regarding program performance and strategic priorities.

Other duties

29. 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 senior leadership experience managing grants programs, contracts or funding agreements.
3. Strong knowledge of grant administration, contract management and governance principles.
4. Strong understanding of governance, grants management, financial accountability, and compliance.

5. Proven adaptability and flexibility to work constructively with a diverse team of staff and meet deadlines without supervision.
6. High-level communication and presentation skills.
7. Demonstrated experience managing budgets, contracts, and organisational risk.
8. Strong understanding of monitoring, evaluation, and continuous improvement frameworks.
9. Tertiary qualifications in public administration, business, management, community development, social policy, commerce, or a related discipline.
10. Availability to travel to remote communities, if required.
11. Ability to obtain and maintain a satisfactory working with children clearance (ochre card).
12. 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. Experience leading sector development, organisational capability or systems reform initiatives.
4. Postgraduate qualifications in leadership, business, public policy, or a related field.

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