



<b>Job Title:</b>	<b>Business Partner – Grants Management</b>	<b>Position No:</b>	<b>R57</b>
<b>Department:</b>	Regional Development	<b>Service Area</b>	Regional Operations
<b>Classification Level:</b>	Professional Stream – PO2		
<b>Reports to:</b>	Economic Development Coordinator	<b>Direct Reports:</b>	Nil
<b>Location:</b>	Katherine	<b>Date Approved:</b>	April 2025

## POSITION OVERVIEW

This position will partner with applicants in the Northern Land Council (NLC) Region enquiring and applying for Aboriginal Investment NT (AINT) grants. The position will and provide advice, information and support to potential applicants on what grants are available, how to progress their application, and assist with referring people to the appropriate supporting organisation to help with project planning and progression. In addition to this this position will assist and provide some project management support to successful applicants of the grant funding, to ensure they maintain compliance and reporting requirements.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Develop and maintain effective working relationships with traditional owners, internal staff, NLC Councillor's and external stakeholders including Commonwealth Government Agencies (Indigenous Business Australia and Indigenous Land & Sea Corporation), NT Government, community organisations and the general public in promoting the interests of the NLC and the grant programme
- Support and assist Aboriginal applicants in the NLC Region enquiring and applying for Northern Territory Aboriginal Investment NT (AINT) grants. This will involve but is not limited to: -
  - Providing business support and advice to Aboriginal applicants navigating the AINT grant application process and identify what grant package is best suited for the applicants needs
  - Assist the applicant with submissions and associated documents such as project planning (business plans), budgets and other documents required for successful application
  - Where required, assist prepare clear, concise and informative high-level documentation such as funding submissions, proposals, internal briefs and reports on any matters relevant to the AINT grants process within the regions
  - Identify pathways and other business support available to the applicant as needed to support their grant application
  - Support applicants to address questions, and information gaps in the application process.
- Maintain effective business support to applicants who are successful in their grant application by way of: -
  - Identifying appropriate TO's to liaise with on country regarding grant programs
  - Gaining appropriate clearances and permissions for program works undertaken on country
  - Provide project management support to the applicant with program / project
  - Assist the applicants with budget reviews, administration and grant compliance
- Maintain effective liaisons with the Regional Developments economic development team to ensure ongoing opportunities for development in our regions is communicated and shared effectively with our constituents.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.



- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

*Our Land, Our Sea, Our Life*



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Previous experience with grant funding and associated programs, including application, compliance, financial reporting, budgeting cash flow, monitoring, evaluation and reporting.
- Proven success in implementing project/program management activities to a high standard, with an ability to harness resources to effectively plan, coordinate, manage, and complete activities.
- Sound interpersonal and verbal communication skills with an ability to effectively liaise, engage and foster productive working relationships with a diverse array of stakeholders including; our constituents, government agencies and other community support organisations.
- Demonstrated ability to produce influential, clear, concise and informative high-level documents for a range of purposes to suit the intended audience including submissions, briefings, and reports.
- Demonstrated experience in financial management (including budget management) processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
- High-level conceptual, analytical and problem-solving skills and a capacity to effectively work with others in a multidisciplinary team environment, establishing work priorities, delegating tasks and meeting deadlines.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Relevant tertiary qualifications in Business, Project Management, Commerce, Economics or similar
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)