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For enquiries contact Generational Strategy Co-ordinator [lee.vanderwarker@apont.org.au](mailto:lee.vanderwarker@apont.org.au) or 0418 217 202

## Duty Statement

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**POSITION:** APO NT Project Officer – Generational Strategy

**LOCATION:** Alice Springs (or potential for Darwin)

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### ABOUT APO NT

Aboriginal Peak Organisations of the Northern Territory (APO NT) is an alliance comprising the Aboriginal Medical Services Alliance of the 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 of joint interest and concern affecting Aboriginal people in the Northern Territory, including through advocating practical policy solutions to government.

APO NT is committed to increasing Aboriginal involvement in policy development and implementation, and to expanding opportunities for Aboriginal community control. APO NT also seeks to strengthen networks between peak Aboriginal organisations and smaller regional Aboriginal organisations in the NT.

APO NT has an auspice agreement with NAAJA, where NAAJA provides corporate support to APO NT including human resources and employment services. APO NT staff are employed as employees of NAAJA.

### THE OPPORTUNITY

The development of the *Kids Safe, Family Together Community Strong* 10-Year Generational Strategy for Children and Families in the Northern Territory (Generational Strategy) is the result of a recommendation by the Royal Commission into the Protection and Detention of Children.

The Generational Strategy is shared vision and policy framework to improve services for the wellbeing and safety of all children, young people and families in the Northern Territory. The Generational Strategy was developed in partnership between the Northern Territory and Commonwealth governments and the Community sector and reflects what Territorian children, young people, families, groups and organisations said would help to create a stronger, more effective support system for all and prioritises Aboriginal ways of knowing, being, learning and doing, along with continued healing.

APO NT is recruiting a Project Officer to support the coordination of Community Sector implementation of the first action plan for the Generational Strategy.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

### REPORTING RELATIONSHIPS

The Project Officer will report to the Generational Strategy Coordinator.

### DUTIES

1. Support the development and implementation of action plans to implement the Generational Strategy.
2. Consult and engage with Community Sector partners and their members about the implementation of the Generational Strategy.
3. Develop and maintain strong working relationships, collaborative partnerships with internal and external stakeholders to maximise project and team outcomes.
4. Ensure appropriate cultural protocols for working with Aboriginal people and communities are respected throughout the project, including ongoing support and guidance relating to Aboriginal engagement with APO NT members, community leaders, Aboriginal organisations and community members.
5. Contribute to research and the preparation of reports, project implementation plans, briefings and correspondence for different audiences, including developing culturally appropriate presentations and materials for the diverse range of Aboriginal people and communities across the NT.
6. Maintain effective processes, systems and internal controls to ensure effective, efficient and robust governance frameworks for the delivery of the project.
7. Attend meetings with Commonwealth and NT Government Ministers and senior officials, including coordinating external meetings and briefing documents relevant to the project.
8. Contribute to progressing APO NT priority policy and work areas as required.
9. Other duties as directed.

## **SELECTION CRITERIA**

### **ESSENTIAL:**

1. Tertiary qualifications in the health, social sciences, political science, community development or similar relevant work experience.
2. An in-depth knowledge and understanding of the political, social, cultural, and economic circumstances facing Aboriginal people and communities across the Northern Territory, particularly in remote communities.
3. Demonstrated understanding of issues concerning Aboriginal children, young people and families in the NT, particularly in remote communities.
4. Demonstrated Experience in policy research and analysis, including the preparation of reports, submissions and discussion papers in a timely manner.
5. High level written, oral communication and interpersonal skills including presentation and engagement skills, including the ability to write and present complex material in plain English.
6. Good organisational skills, including the ability to prioritise and execute complex tasks in a multidisciplinary environment.
7. Current Driver's licence, Satisfactory Criminal History Check and a current Ochre Card or the ability to gain.

### **DESIRABLE:**

8. Previous experiences working within an Aboriginal organisation/s.
9. Knowledge or experience of major project facilitation and development.

**Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to [lee.vanderwarker@apont.org.au](mailto:lee.vanderwarker@apont.org.au)**

**Basic Employment Conditions**

**Position: APO NT Project Officer**

- 1) Probationary Period:**  
6 months
- 2) Place of Employment:**  
Casuarina
- 3) Hours of Work:**  
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) Salary/Wages:**  
PSO.6 \$99, 495 - \$108,612  
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) Allowances:**  
Annual Airfare Entitlement payable per annum after 12 months qualifying service  
\$1200
- 6) Superannuation:**  
As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.
- 7) Annual Leave:**  
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 8) Long Service Leave:**  
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 9) Personal / Carer's Leave:**  
15 days per annum.
- 10) COVID-19 Mandatory Vaccination**  
Following the release of the Chief Health Officer's COVID-19 Directions (No. 52) 2022, workers who come into direct contact with vulnerable population groups including Aboriginal people must have received 3 doses of an approved COVID-19 vaccine and show their employer evidence of their vaccination status by 21 April 2022.

The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth.

It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 52) 2022.

**11) Other:**

- Satisfactory Working With Children Clearance Check on commencement
- Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

**Disqualification and conviction of serious offences**

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are charged with a serious criminal offence.