POSITION DESCRIPTION

Engagement Manager

Strategy

Position Number	5008
Salary Range	AIN 4 - $135,500 – 154,000 + Super
Location	60 Smith Street, Darwin City, NT 0800
Reporting to	General Manager - Strategy and Communication
Direct Reports	Engagement Advisors (based in Darwin, Alice Springs and remote NT locations)
Special Provisions	Appointment is contingent upon receipt of a satisfactory National Criminal History check and OCHRE Card
Required Qualifications	Demonstrated expertise through a combination of relevant professional experience and qualifications in areas such as Community Development, Aboriginal Business Support, Indigenous Governance, Public Policy, or Strategic Engagement.
Other information	Identified Role. Confirmation of Aboriginality required

About Aboriginal Investment NT

Aboriginal Investment NT is a corporate Commonwealth entity, established under the Aboriginal Land Rights Act (Northern Territory) 1976, and designed in partnership with Aboriginal Territorians. Our purpose is to work with Aboriginal Territorians to achieve economic, social and cultural impact through innovative approaches to investments, beneficial payments and other financial assistance. To support this, we have initial grant funding of $180 million and an investment corpus of $500 million. Our Aboriginal-controlled board share a vision of self-determination, with Aboriginal Territorians at the centre of Aboriginal Investment NT's work.

Purpose of the Position

Working as a member of the Strategy team, the Engagement Manager is responsible for leading place-based engagement with Aboriginal communities, Traditional Owners and Land Councils, and supporting the development of a strong, culturally grounded network of supports for Aboriginal communities and businesses across the Northern Territory.

The role ensures that community voices and cultural perspectives are embedded in all activities of Aboriginal Investment NT. It provides strategic advice and coordination to enable effective, self-determined participation by Aboriginal Territorians in economic and community development and decision-making.

This role requires strong cultural knowledge, strategic thinking, and collaboration and communication skills. It involves leading community engagement design, planning and execution, and managing a team of Engagement Advisors to effectively deliver key messaging and information to community while maintaining culturally grounded, regionally responsive relationships. It also involves providing advice to the General Manager – Strategy to ensure that Aboriginal Investment NT's activities remain aligned with and responsive to community feedback.

Duties

- Provide strategic and high-level advice on culturally responsive engagement approaches, ensuring Aboriginal voices and self-determination principles are embedded across Aboriginal Investment NT programs, policies, and activities.
- Lead the design and implementation of regionally tailored engagement strategies that foster trusted relationships with Aboriginal communities, Traditional Owners, Land Councils, and other key stakeholders.
- Support free, prior and informed consultation processes with Aboriginal communities, ensuring community engagement is aligned with self-determination principles.
- Lead two-way information sharing between Aboriginal Territorians and Aboriginal Investment NT, ensuring community feedback is respectfully captured, analysed, and translated into actionable insights that inform program design, policy development, and strategic decision-making, while effectively communicating key messaging and information to Aboriginal Territorians.
- Shape and guide the organisation's role in strengthening the network of supports for Aboriginal communities and businesses, including identifying system gaps, coordinating with service providers, promoting culturally appropriate services, and supporting education and development pathways that empower Aboriginal communities and businesses to succeed and thrive.
- Coordinate urban, regional and rural community grant and/or investment forums, workshops and information sessions.
- Collaborate with internal teams to ensure grants, investments, and other activities are informed by on-the-ground insights and community feedback.
- Lead the day-to-day management and direction of Engagement Advisors across Darwin, regional and remote locations, providing clear direction, mentoring, and oversight to ensure consistent, culturally safe engagement practices and alignment with organisational priorities.
- Provide cultural leadership across the organisation, supporting staff and executive decision-making with nuanced understanding of Aboriginal community dynamics, priorities, and protocols.
- Represent Aboriginal Investment NT in strategic partnerships, working groups, events/forums and networks to influence policy and drive coordinated support for Aboriginal business and community development.
- Contribute to continuous improvement by evaluating engagement and support models, capturing lessons learned, and recommending refinements based on evidence and cultural insight.

Key Selection Criteria

Essential

- Strong cultural knowledge and strategic thinking.
- Demonstrated experience in leading, planning, coordinating and operationalising community engagement strategies, including the ability to build trusted relationships with Aboriginal communities, Traditional Owners, Land Councils, businesses and other key stakeholders.
- Excellent organisational, time management and team management skills, including demonstrated ability to plan, deliver and participate in forums, workshops, information sessions, and other events.

- Highly developed communication, negotiation, and interpersonal skills, with a demonstrated ability to work effectively across cultures and with diverse stakeholders.
- Experience in contributing to policy development, program improvement, or system-level advocacy informed by community insight and lived experience.
- Ability to lead and manage teams in regional and remote contexts and coordinate multiple streams of work across the organisation.

Desirable

- Experience working within an Aboriginal-led organisation or investment entity.
- Understanding of nation-building, self-determination, and impact investment as they relate to Aboriginal communities.

Organisation Expectations

- Contribute to the efficient and effective functioning of their team or work unit in order to meet organisation objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors
- Demonstrate and promote the organisation Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour
- Read, understand and comply with all organisation policies and procedures
- Undertake risk management and actively support and participate in the risk management processes adopted by the organisation which include identifying, analysing and evaluating risk that may impact on the organisation
- Work at and travel between other organisation office/s or to other locations from time to time as may be required during the course of employment
- Complete all mandatory training such as required by the organisation
- Demonstrate understanding of the principles of anti-discrimination, staff equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs

Work Health & Safety

- Ensure all activities comply with WHS legislation and organisation policy & procedure
- Implement & monitoring risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and support in implementation of risk controls
- Analysis of WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency