



## **Project Officer - Northern Territory Aboriginal Justice Agreement Governance Committee**

The Northern Territory Council of Service Inc (NTCOSS) is the peak body for the Northern Territory social and community service sector and an advocate for those who experience disadvantage and social exclusion. NTCOSS works to ensure that government policy improves the lives of people who face disadvantage and that community service organisations are adequately resourced and supported.

<b>Position Title:</b>	Project Officer - Aboriginal Justice Agreement Governance Committee
<b>Position Purpose:</b>	Responsible for project management and secretariat support to the Aboriginal Justice Agreement Governance Committee (AJAGC) to assist with implementation of the NT Aboriginal Justice Agreement.
<b>Position Reports to:</b>	Policy Manager
<b>Position Location:</b>	Darwin
<b>Industrial Instrument:</b>	The Fair Work Act 2009, Social, Community, Home Care and Disability Services industry (SCHCADS) Award 2010 and the Northern Territory Council of Social Service Incorporated Enterprise Agreement 2017.
<b>Terms of Employment:</b>	Full time fixed term contract (currently until 30 April 2024, with possibility of extension, dependent on funding)
<b>Award Classification:</b>	Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010 Social and Community Services Employees level 6
<b>Salary:</b>	Above Award at \$102,843 per annum
<b>Other Basic Entitlements:</b>	10.5% Superannuation paid to a fund of employee choice. 6 weeks annual leave with 17.5% leave loading. Grace leave for the working days occurring between Christmas and New Year public holidays, at normal pay.

## **Background to the position**

NTCOSS has received funding to support the delivery of the Northern Territory Aboriginal Justice Agreement (2021-2027) (NTAJA). NTCOSS will administer and oversee the Grant, and the Aboriginal Justice Agreement Governance Committee (AJAGC) will deliver the Program, overseeing the implementation of the NTAJA. The NTAJA aims to:

- i) Reduce the rates of criminal offending and imprisonment of Aboriginal Territorians,
- ii) Improve justice responses and services for Aboriginal Territorians,
- iii) Engage and support Aboriginal leadership to work towards these aims.

The Program will support the implementation of the NTAJA, through advocacy and communications activities, and data and evaluation activities.

The Project Officer will be expected to offer administrative support to the AJAGC to assist with implementation of the NTAJA. It will also be required to work closely and collaboratively with members of the AJAGC and other relevant internal and external stakeholders to ensure the outcomes of the NTAJA are achieved.

## **Statement of Duties**

Summary of main duties to be performed, listed with equal priority:

1. Provide proactive project support to the NGO chairs of the AJAGC.
2. Facilitate development of partnership opportunities between Department of the Attorney General and Justice and relevant NTG agencies such as Territory Families, Housing and Communities, and the Department of Health, and the NGO sector.
3. Work collaboratively with stakeholders to ensure the AJAGC achieve the strategic outcomes of the NTAJA.
4. Assist with the maintenance of AJAGC contracts and support contract partners.
5. Assist with the coordination of meetings and events related to NTAJA.
6. Provide secretariat support to the AJA working groups, including organising meetings and taking minutes.
7. Provide support to the Aboriginal Justice Unit as agreed on an ad hoc basis.
8. Provide administrative support regarding project monitoring, evaluation and reporting.
9. Prepare and collate material required for project management and acquittal requirements of funding grant, related to advocacy, communications, data and evaluation objectives.
10. Contribute to relevant National Policy discussion.
11. Provide advice to NTCOSS CEO on AJA actions and initiatives.
12. Provide input to the development of NTCOSS policy platform, business and strategic planning and reporting, and contributions to NTCOSS publications as required.
13. Provide leadership and guidance to NTCOSS Policy and Project Officers as appropriate.
14. Assist NTCOSS Management Team in relation to policy issues as required.
15. Other appropriate duties as requested by the AJAGC.

### **Position Attributes**

At NTCOSS we value the ability to work creatively and independently, and the ability to be part of a team that treats others fairly and with respect. The AJAGC Project Officer will have:

1. A demonstrated knowledge and understanding of contemporary social policy environment in the Northern Territory, including knowledge of the diversity of Aboriginal people in Australia and the issues affecting the wellbeing of Aboriginal people.
2. Qualification in law or justice or equivalent experience with Northern Territory legal system, or qualifications and experience in strategic communications (desirable).
3. An understanding of current legislation, programmes and policies, and issues impacting Territorians who are on low incomes and those experiencing disadvantage.
4. Experience leading and managing people, projects and organisations.
5. Experience in facilitating and leading strategic consultations, in addition to liaising and networking across a range of stakeholder groups.
6. Experience in corporate governance and/or company secretariat roles, including experience liaising effectively with Board of Directors and Executive Teams.
7. Advanced knowledge and experience in MS Office (including Outlook, SharePoint and Teams), and other information management systems.
8. Experience drafting policies and procedures; organising executive level meetings and events.
9. Experience drafting and distributing meeting agendas, minutes, papers, reports, and accurately document meeting outcomes into reportable formats.
10. Effective communication skills including a demonstrated ability to communicate sensitively and articulately, on matters relevant to the delivery of the NTAJA's identified strategic priorities both in person and in writing.
11. Demonstrated proficiency in project management, prioritising competing demands, and providing administrative support.
12. Sound relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally.
13. A current NT Working with children card, current NT drivers licence and proof of COVID-19 vaccination status.

NTCOSS is an equal opportunity employer and welcomes applications from people with diverse backgrounds and life experiences.