

Who are we looking for?

Aboriginal Investment Group is expanding its business. We are looking for a Project Officer that manages the delivery of our social advancement projects for Indigenous People in the Northern Region of the NT.

Join us on our mission to bring our Remote Laundries Project to Indigenous Communities in the NT to fight scabies and other skin diseases, provide employment and access to something we take for granted, clean clothes and bedding.

You'll be a result driven, super organised go-getter, but you'll never lose sight of our core values, and why we do what we do.

About us

Aboriginal Investment Group (AIG) creates opportunities for people living in the communities of the seven northern regions of the Northern Territory by the way of commercial investment (wealth creation) and social advancement (wealth distribution). We are guided by our strategic objectives:

- Economic development.
- Social dividend and community benefits
- Ecological development and sustainability.

Aboriginal Investment Group is 100% Aboriginal owned and self-funded and with this model continues to be a leader in social advancement in the Northern Territory.

Visit our homepages to see examples of our investments and the communities that we have invested in.

<https://www.aiggroup.org.au/projects/>

<https://www.remotelaundries.org.au/stories/>

The Role

AIG is seeking an enthusiastic Project Officer with motivation to make a meaningful contribution to the social and economic advancement of Indigenous communities.

Join the Remote Laundries team on their mission to roll out and manage 7 Remote Laundry units in the northern communities of the NT.

The position will work under the direction of the Chief Executive Team and forms part of a small team of 8 employees. Being part of a small team creates a high level of variety and growth opportunities for the successful Project Officer. The Project Officer will be responsible for classic project management tasks such as initiation, planning, design, execution, monitoring, controlling and closure of projects. Under the supervision of the General Manager Remote Laundries examples of those responsibilities include but are not limited to:

Project Management

- Scope, develop, implement and manage the roll out of the next 7 remote laundries;
- Conduct Risk Assessments of projects;
- Monitor, analysing current results and forecasts and make recommendations on taking corrective actions where necessary. Ensure a successful result for the projects to ensure projects meet forecasted Key Performance Indicators;

- Day to day management of projects. Including but not limited planning, budgeting, reporting, submissions and project acquittal;
- Promote the image of Aboriginal Investment Group by establishing good relations with public, Aboriginal Associations, Individuals, Government (C'wealth and NTG) and Industry bodies; and
- Ensure strict compliance of projects, including program and funding schedules for all projects.

Operational Management

- Supervise the management of all Remote Laundry Units;
- Implement policies and procedures;
- Monitor the performance of the Remote Laundry Units;
- Site visits to all our Remote Laundry sites;
- Community Consultation;
- Training of Remote Laundry employees;
- Monitoring of the Remote Laundry units;
- Stock management of laundry chemicals; and
- Maintenance management.

The Criteria

- Tertiary qualification desired;
- Previous experience in a similar project management role;
- Previous experience working with Indigenous communities;
- Experience in grant writing and submission;
- Ability to work collaboratively at a Senior level;
- Capacity to work with individuals and organisations across different contexts and cultures;
- Excellent written and verbal communication skills;
- Ability to demonstrate the passion to make an impact in the Indigenous space; and
- Ability to demonstrate self-initiative and “go getter” attitude.

The position is full-time including a 3 month probation period and commencing in as soon as suitable.

Some travel to remote communities will be required with this role.

Please provide you resume to alexa.gutenberger@aiggroup.org.au.

Application closes on the 28 August 2020.