



## Position Description

---

<b>Position Title:</b>	<b>People &amp; Culture Officer</b>
Location:	Darwin, with travel to communities and on country as required – this may at times include work on evenings and weekends on occasion.
Hours:	Approx 4 days per week - flexible
Tenure:	12-month Fixed term contract
Classification:	Social, Community, Home Care and Disability Services Award (SCHADS) Level 5 - \$102,405 pro rata

---

### Background

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

The People and Culture area leads one of Children's Grounds key systemic reform areas – Workforce. The long-term aim of the Workforce reform area is to build a permanent, local, skilled and sustainable workforce that recognises the role of local, First Nations and western skills and knowledge systems and recruiting the best to achieve excellence. The Children's Ground approach to workforce development is encapsulated by a "no barriers" approach to employment that privileges the lived experience and cultural knowledge of First Nations Peoples and provides a flexible approach to employment.

Children's Ground has a small People & Culture Team supported by the People and Culture Manager (based in the Melbourne office), to implement the overall People & Culture (P&C) function. The People & Culture Coordinator based in Darwin works in close collaboration with the Manager People & Culture on P&C operations.

---

### Position Summary

As an experienced HR practitioner, you will have thorough knowledge of HR best practices, in particular recruitment, and experience working with First Nations communities. Ultimately, you will support the full employment life cycle, provide staff support, and ensure we always meet our staff and volunteer compliance requirements for the Top End Region.

Reporting to the People & Culture Manager, Shared Office (Melbourne) you will work closely with the Regional Director with responsibility to:

- Undertake end to end recruitment activities
- Coordinate induction and termination activities
- Maintain records in the online HR System (Rippling)
- Support staff in relation to onboarding and use of payroll related systems
- Support ongoing Training and Workforce Development
- Support volunteer activity for the Darwin office
- Provide mentoring and support in compliance training to our First Nations employees
- Contribute to the support of staff wellbeing and development processes and initiatives
- Assist in implementing Children’s Ground policies & procedures
- Contribute to the implementation of Staff Training and Development
- Actively contribute to Workplace Health and Safety initiatives
- Contribute to P&C reporting & policy development.
- Positively contribute as a member of both the Darwin Operations Team and the People and Culture Team.

---

### Key Relationships

Directly reports to:	Manager People & Culture – Shared Office
Direct reports:	None
Key Internal liaison:	Regional Director – Top End, Senior Management Group across Children’s Ground
Key External liaison:	HR agencies & suppliers, job network providers

---

### Key Responsibilities

#### 1. Recruitment, selection, onboarding & induction

- Implement recruitment and induction strategy, procedures, and practices for the Top End Region, coordinating with and supporting managers, incorporating:
  - Assist with the development of Position Descriptions when required
  - Sourcing candidates through the most effective methods determined for each role including posting job advertisements
  - Short listing applicants and providing managers with information regarding candidate’s eligibility for interview
  - Co-ordination and scheduling of interviews on behalf of the hiring manager, providing recruiting methods, interview guides and questions.
  - Ensuring reference checks are conducted
  - Maintaining complete records of interviews and employee hires
  - Acting as the key liaison between applicants and hiring managers
  - Ensuring compliance with Working with Vulnerable Persons (WWVP) policies, including that Working with Children and Police checks are undertaken
  - Preparing new hire paperwork ensuring legislation requirements are met
  - Co-ordinating and contributing to induction and onboarding of new staff
- Coordinate the process for expressions of interest in work by local First Nations people, including:
  - Ensuring that expressions of interest are recorded
  - Consulting with management on suitability.
  - Reviewing expressions of interest as positions arise
  - Ensuring all checks and paperwork are completed

- Work with Management in the Top End in identifying volunteer assignments that provide meaningful work for volunteers, and in filling the positions, and inducting volunteers.
- Manage termination and exit activities for the Top End.

## **2. Staff well-being & development**

- Support staff, in particular First Nations staff, in relation pre-employment checks, inductions, and training.
- Support all staff in the use of payroll and related systems, including timesheets, and leave applications.
- Support the bi annual Quality, Planning, Review & Support (QPRS) process in the Top End
- Work with the volunteer supervisors to ensure effective support is provided to volunteers in the Top end
- Support the development and delivery of staff training and professional development
- Support other staff wellbeing and development processes and initiatives.

## **3. Policies, systems, plans and reports**

- Ensure Children's Ground P&C policies, procedures and processes are implemented
- Maintain personnel files, HR data and compliance data for the Top End in the Children's Ground HR information system
- Ensure HR compliance information is effectively managed in the HR Management system
- Contribute to
  - the development of P&C strategic and operational plans
  - the development of P&C policies and procedures
  - P&C Board and CEO reports

## **4. Team Contributions**

- Actively and positively contribute to the People & Culture Team in the implementation of People & Culture strategies and operations, ensuring a consistent and coherent approach.
- Actively and positively contribute as a member of the Top End Operations Team in supporting the delivery of the Children's Ground Approach in the Top End.

## **5. Workplace Health and Safety (WHS)**

- Support the Operations team in the coordination and implementation of WHS procedures and systems

## **6. Contribute to Children's Ground**

- Develop and maintain strong relationships with key internal and external partners
- Maintain strong joint working relationship across Children's Ground
- Support and nurture a culture that values all peoples, is inclusive, respectful and supportive, and that demands excellence, quality and accountability
- Participate in available language classes and practice its use in interactions with local people, with a view to developing a basic level of competence over time
- Participate in professional development programs offered by Children's Ground
- Represent Children's Ground at meetings when requested
- Undertake other duties as requested to support the activities of Children's Ground

## **Key Selection Criteria**

---

The key selection criteria for the position of People & Culture Officer Top End are:

1. Experience working with First Nation communities and/or an understanding of the effects of colonisation, disempowerment, poverty and intergenerational trauma on First Nations people and communities
2. Qualifications in Human Resources Management or another relevant field and/or equivalent experience
3. Hands on experience with recruitment and selection processes
4. Knowledge of contemporary HR practices
5. Experience in the community sector
6. Excellent communication and interpersonal skills
7. Proven ability in administering HR systems and processes
8. Demonstrated computer competency in Microsoft Office applications
9. Ability to prioritise and complete projects within deadline
10. Ability to work cooperatively and collaboratively as a member of teams
11. Willingness to obtain and maintain an OCHRE Working with Children Check and undergo a National Police Check
12. Current driver licence

## **Personal Attributes**

---

- Self-starter who thrives in an environment that is ambiguous and complex and thinks systemically.
- Creates and embraces a culturally diverse workforce
- Ability to balance competing work priorities and to work to tight timeframes and deadlines
- Organised and detail oriented
- Highly collaborative
- Focus on achieving excellence.
- Passionate about social justice.