



Position Description

Position Title:	Administration and Operations Assistant
Location:	Darwin
Hours:	Full time (with the possibility of work outside traditional working hours)
Tenure:	6 month - Fixed term maternity leave position
Classification:	SCHCADS Modern Award Level 4 – 5

Background

The Children's Ground Approach is Australian designed with First Nations people. 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 living with extreme stress and economic disadvantage to experiencing 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.

Position Summary

This position will work with the Director of the Top End Region and be the central point of contact for staff, families and community in our Darwin office. The position offers variety, diversity and the opportunity to be involved in general administration duties, operational and office management. You will work with Administration co-workers in Central Australia and Melbourne to ensure admin support is consistent across all Children's Ground locations.

Key Relationships

Directly reports to:	Regional Director – TE Region
Key Internal liaison:	Top End Staff and Administrations teams in Central Australia and Shared Office
Key External liaison:	Community and guests to the centre, including government and funding bodies

Key Responsibilities

This role will lead the smooth running of the Top End administrative processes for the team including but not limited to:

Administration:

- Coordinate credit card activities & accounts

- Supply materials and office management services
- Organise and support weekly staff and community meetings, including agenda development and minute taking and distribution
- Maintain and support vehicle fleet and equipment maintenance
- Support record keeping and incident/accident reporting
- Provide executive assistance and administration support to the Regional Director & the Manager People and Culture
- Maintain asset register and inventory
- Coordinate Children's Ground staff leave arrangements (to avoid staff shortages) and maintenance requests
- Coordinate travel and accommodation for TE staff/visitors to Children's Ground in the Top End

IT

- Work with our IT Coordinator and our external IT support provider to assist in hardware procurement and support for IT systems
- Provide support for building basic PC skills
- Assist with computer/data management system set up and maintenance
- Oversee storage and management of all IT equipment (laptops/tablets), data cables, chargers and other sundry equipment related to media and IT

Finance

- Support the Director of Finance with purchasing processes including preparing purchase orders and follow up and processing invoices
- Reconciliation of credit card expenses/invoices
- Coordinating Top End accounts and supporting organisational accounts
- Supporting Top End staff to follow purchase requests and purchasing processes

Payroll

- Provide support with payroll procedures as required
- Provide support with timesheets and leave requests as required

Facilities

- Ensure the Children's Ground office is a well-managed and clean workplace
- Support the Regional Director with the office COVID Safety plan

Contribute to Children's Ground

- Be a positive, innovative and active member of Children's Ground
- Develop and maintain a solid, connected, respectful and supportive relationships
- Undertake other tasks as requested to support the delivery of Children's Ground activities in the Top End

Key Selection Criteria

Essential:

- Good with people (and able to work with people in other locations)
- Well organised
- Experience in managing an office
- Able to prioritise and manage time
- Have good attention to detail
- Be motivated and willing to learn
- Willingness to undergo a National Police Check and obtain NT OCHRE Card (Working with Children Check)

Desirable:

A C Class Drivers Licence or a willingness to obtain one.