



Position Title

Position Title:	Maintenance Officer
Location:	Darwin and West Arnhem Land – remote communities and outstations (some travel may be required to on country - this may include work on evenings and weekends, including cultural and learning camps (usually 1 – 5 nights)
Classification:	Level 4, part-time
Tenure:	12 month contract

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 and 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 (CG) operates in Central Australia and across the Top End (TE), with support provided by a Melbourne-based Shared Services team.

Position Summary

The Maintenance Officer will be responsible for the maintenance of infrastructure, vehicles and associated resources for Children's Ground – Top End. You will also play a role in community development and jobs that are identified to improve the communities we work with.

Key Relationships

Reports to:	Regional Director, Top End
Key Internal liaison:	All CG Staff in Central Australia, Top End and Melbourne
Key External liaison:	Community and guests to Children's Ground activities and locations, including government and funding bodies

Key Responsibilities

Below is a summary of key responsibilities.

- 1. Contribute to the planning and delivery of community development, learning, and cultural activities**
 - Undertake community development jobs that are identified to improve the community

- Mentor local people to develop skills in community
 - Work with young people; connect & establish community involvement to keep youth engaged in their community, & to contribute to the overall cultural strength and wellbeing of the community
 - Use and promote first language in the learning space
 - Support and identify training and development opportunities in communities
- 2. Upkeep and safety of Children’s Ground facilities and assets**
- Ensure that Children’s Ground facilities are maintained in a safe and clean work environment for all
 - Regularly monitor the workplace including communities for potential hazards
 - General maintenance of office & communities
 - Support the Operations Coordinator with asset management, asset registers & maintenance schedules
 - Land management support with landscaping, gardening, fire burning, rubbish collection
- 3. Transport and logistics**
- Support with car maintenance including regular cleaning, maintenance and organisational logistics
 - Perform transport and related logistical tasks for Children’s Ground operations
 - Mentor community members in safe driving, understanding safety policies and procedures and general vehicle maintenance
- 4. Local Community Agency and respect for local cultural knowledge and life**
- Meet with local First Nations people and elders to discuss plans and ideas to inform activities development and planning
 - Liaise with local First Nations families in relation to the team’s activities to ensure that Children’s Ground operations actively promote local cultural knowledge and practice
 - Encourage and support all First Nations families, valuing their ideas, strategies and aspirations
- 5. Contribute to Children’s Ground**
- Be a positive, energetic and strong member of the Children’s Ground – Top End team
 - Contribute to strategic planning, organisational development & policy formation
 - Support a strong, connected, respectful and supportive organisation
 - Participate in professional development programs offered by Children’s Ground
 - Work with other staff, including regular attendance at team and community meetings
 - Uphold the principles and values of Children’s Ground and be a positive role model at all times
 - Undertake other tasks as requested to support the delivery of Children’s Ground

Work Health and Safety

This role will require working regularly in outdoor conditions, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential

1. Qualifications and/or experience relevant to the role

2. Experience in maintaining vehicles, small engines, gardens and buildings
3. Experience working with First Nations people and communities
4. Strong people skills – teamwork and collaboration
5. Current manual drivers licence
6. 4WD experience and able to fly in small airplanes
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check
8. Remote first aid training or willingness to obtain

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence