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## Position Title

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<b>Position Title:</b>	Regional Director, Top End
<b>Location:</b>	Darwin and West Arnhem, Top End of the NT
<b>Reports to:</b>	CEO
<b>Tenure:</b>	Fixed term 12 month contract
<b>Classification:</b>	SCHCADS Modern Award Level Director Level

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## Background

Children's Ground is working to create a different future for children, families and communities in Darwin, Arnhem Land and Central Australia. Children's Ground is inspired by families and communities and they are involved in how we design and deliver all activities.

Children's Ground has ten principles that guide us all in how we do all our work:

1. Start early with the little ones
2. Stay with them and grow with them until they are big
3. Work with everyone
4. Use and celebrate people's ability and strength
5. Connect everything – health, learning, family and life
6. Always think about old ways and new ways of doing things
7. Expect and deliver the best
8. Child, family and community led
9. Whole of community, in community
10. Culturally safe

Children's Ground is Australian designed with First Nations people. It is a whole of community, whole of life approach. Children's Ground works 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 the learning, development and wellbeing that respond 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 are about creating a different future for children, families and communities experiencing the greatest levels of disadvantage and inequity in Australia. Our first priority is walking with and supporting First Nations communities.

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## Position Summary

The position directs the development and implementation of Children's Ground operations in the Top End. The role has responsibility for leading the Top End's strategic and operational plans to support our First Nations communities through governance, compliance and systems.

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## Key Relationships

Reports to: CEO

Key Internal liaison: Directors, Central Australia Regional Director, Learning and Wellbeing team, Community Development and Wellbeing team, Director of Finance, Director of Research and Evaluation, Director of People and Culture, Children's Ground staff

Key External liaison: Service organisations in Darwin

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## Key Responsibilities

### 1. Local Community Agency and respect for local cultural knowledge and life

- Maintain and establish cultural governance structures and processes in each community with whom we work to lead Children's Ground operations
- Meet regularly with local First Nations people and Elders to discuss local aspirations, to inform Children's Ground's directions and responsibilities
- Liaise with local First Nations people in relation to Children's Ground's activities to ensure that our operations do not undermine, but actively promote, local cultural knowledge and practice
- Encourage and support the voices of all First Nations families we work with, valuing their ideas, strategies and aspirations
- Work with the CEO to ensure cultural governance of the organisation is secure
- Quarterly review of community plans with community leadership

### 2. Management

- Lead the implementation of Children's Ground Top End strategic plan and operational plans
- Oversee community engagement, planning and action in Top End locations and scope new locations
- With the CEO, review and develop the strategic plan for current and future regional operations
- Build the local First Nations leadership structure in the Top End working with First Nations co-Directors and emerging leaders in the planning, delivery and management of Top End operations
- In conjunction with the and Finance Director, IT Coordinator & Manager of People & Culture, ensure appropriate financial, IT, human resources, administration and program support for Children's Ground Top End Region.
- With the Director of Partnerships Investment and Communications (PIC), develop an investment plan for the Top End and identify and pursue opportunities for funding and other resources
- Build and protect the cultural, ethical, and corporate social responsibility of Children's Ground
- Prepare key reports on time as required for the CEO and Board to inform strategic development of the organisation
- Work with the PIC team to ensure all relevant funding reports are prepared and submitted on time at a high standard
- Maintain and grow key relationships across a diverse range of stakeholders including local organisations, community members, government, philanthropy
- Be a dynamic, visionary, passionate and empathic leader for staff and local users

### 3. People and culture

- Manage and nurture a culture across CG in the Top End that values all people, is inclusive, respectful and supportive and upholds standards of excellence, quality and accountability
- Ensure Quality, Planning, Review and Support (QPRS) process is implemented for all staff to monitor work plan, performance, training and wellbeing

- With the support of the People and Culture team, recruit and manage Top End staffing and HR matters including compliance and OH&S in a timely manner
- Work with People and Culture to maintain a staff culture and wellbeing plan and review process

#### **4. Operations, Quality & Risk Management**

- Ensure all programs are delivered with quality and integrity in accordance with the Children's Ground Approach (CGA)
- Participate in operational delivery where required to satisfy operational requirements of the CG Approach and delivery to communities
- Ensure risk management policies and systems are up to date including the conduct of a biannual risk management assessment
- Oversight of policies and procedures with the broader organisational management team
- Monitor staff compliance and training to ensure that staff are aware of and actively adhering to these
- Ensure adherence to risk management including compliance with Occupational Safety and Health Act regulation and relevant codes of practice, and implement appropriate strategies to ensure that occupational health and safety is promoted
- Ensure staff are complying with records management and reporting as per CG policies and legislation
- Oversight of information management systems and database(s) to ensure effectiveness and efficiency

#### **5. Financial accountability and resource management**

- Oversee financial management and accountability for budgets and expenditure for CG Top End
- Provide analysis, reporting, monitoring & advice for the CEO on the financial and physical sustainability of Children's Ground Top End
- Oversee and be responsible for facilities and asset management

#### **6. Evaluation, monitoring and data systems management**

- Work with the Director of Research and Evaluation to implement the evaluation and research framework for Top End with the community
- Monitor program quality and performance against key outcome indicators
- Support the Director of Research and Evaluation to monitor all research and evaluation functions and provide support to R&E staff to achieve:
  - community led monitoring and evaluation
  - Community ownership and consent of data and evaluation
  - Quality standards and integrity of the data systems and processes
- Work with the R&E team to ensure data is being used to feedback and inform operational standards, priorities, planning and practice
- Work with the R&E team to ensure data is being fed back to community to inform progress, planning and delivery

#### **7. Support Children's Ground CEO**

- Represent Children's Ground in public speaking events, forums and the media as requested by the CEO
- Undertake other duties as requested by the CEO

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

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### Key Selection Criteria

#### Essential

1. Senior management experience
2. Experience and understanding of community development and empowerment
3. Understanding of First Nations justice and experience working with First Nations families
4. Strong people skills – teamwork, communication
5. Able to lead a team through coaching and mentoring
6. Have a flexible approach and work in a team environment
7. Experience in resource development
8. Ability to travel to remote communities
9. Current Driver's Licence
10. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check
11. Vaccinated against COVID-19

#### Desirable

1. Qualifications in areas consistent with Children's Ground operations

#### Personal attributes

- Self-starter who thinks systemically and thrives in an environment that is fast paced, innovative and complex
- Proactive with the ability to 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