



## Position Description

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<b>Position Title:</b>	<b>Deputy CEO</b>
Location:	Melbourne with travel within Australia as required
Tenure:	Full time, 2 year contract
Classification:	Director L1 or L2 – depending upon skills and experience

***This is a First Nations Identified Position***

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### Background

This is an exciting opportunity for a dynamic, First Nations leader to join Children's Ground. This is a position for an outcomes driven Deputy CEO with experience in operational management to take the senior leadership role in Children's Ground based in our Shared Office in Melbourne.

Children's Ground is a national First Nations not-for-profit organisation. Designed with and led by local communities, and supported by a quality First Nations Australia we are committed to systems change to deliver dignity, justice and equity. Our work focuses on national reform as well as evidencing a new way of working that centres First Nations systems of knowledge and practice.

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 to communities of opportunity and wellbeing.

With the organisation growing, this position will work closely with the CEO and hold the critical role of leading and overseeing organisational operations, standards, systems and compliance.

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### Position Summary

Children's Ground has a shared office based in Melbourne that supports our regional delivery. Our current regional delivery is in the Northern Territory with intention to scale beyond the NT. The Shared Office function is to provide support to our regional locations to deliver the organisational strategy and the CGA with integrity, quality and continuity.

Bringing a values-based acumen, the Deputy CEO is a senior role that forms part of the Children's Ground Leadership team. Reporting to the CEO, you will be responsible for the delivery Shared Office operational functions. Working with the relevant Director, Head of or Manager, the Deputy CEO will provide oversight, leadership and monitoring of key organisational functions including:

- Organisational corporate governance;
- People and Culture, Occupational, Health, Safety and Environment (OHS&E), and
- IT and systems
- Research & Evaluation

The Deputy CEO will be instrumental in government relations to secure grant funding opportunities and influence public policy and systems change.

The Deputy CEO provides the CEO with support in all organisational matters, particularly executive leadership, strategy and planning. The position will work also work closely with the Director, Finance and Regional Directors (currently in Alice Springs and the Top End of the Northern Territory).

This role is responsible for the alignment of resources to achieve the strategic plan of the organisation. As a member of the executive team, the incumbent will have the opportunity to directly contribute to the strategy, decision making, and operations development required to build a sustainable and outcomes focussed organisation.

The Deputy CEO will help lead and contribute to an ambitious and inspired agenda for Children's Ground.

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### Key Relationships

Reports to:	CEO
Direct Reports:	Administration and Systems Manager, People and Culture Manager, Director Research & Evaluation
Key Internal liaison:	Director- Finance, Director - Top End Region, Director - Central Australia Region, Director - Research & Evaluation, Partnerships, Investments & Communications team; Children's Ground Staff
Key External Liaison:	Major partnership stakeholders including political contacts, legal counsel, departmental and agency heads.

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### Responsibilities

#### 1. Key Responsibilities

- In collaboration with the CEO, drive the development, monitoring, evaluation and implementation of Children's Ground's Strategic and Operational Plans and ensure that the overall CG structure and operations is appropriate to achieve CG's strategic goals;
- With responsibility for Government Relations, you will support the Board, CEO and Leadership Team to contribute to an ambitious and inspired agenda for Children's Ground.
- Act on behalf of, and in close consultation with, the CEO, to lead and coordinate internal work, to improve CG ways of working and internal accountability and enhance efficiencies to support the growth of CG,
- Develop a Property & Asset strategy and function to ensure CG achieves an optimal return on investment whilst also making the best use of our assets in line with CG requirements.
- Assist the CEO to ensure the cultural, environmental and ethical standards of the organisation are being met and advanced

- Procure pro-bono legal advice when required and oversight all legal engagement; and
- Consult with the CEO and lead resolution on policy requirements and matters concerning strategic direction or operating plans, potential legal exposure, and material changes in CG's financial plans or position;
- Measure the effectiveness of activities and ensure that CG's programs/services are compliant with all federal, state and funding regulations, certifications, and licensing requirements;
- Actively contribute to the leadership of CG as a key member of the Leadership Team;
- Develop, guide and encourage a culture that reinforces CG's mission and values and establish an environment that facilitates and motivates employees in working toward achievement of organisational goals;
- Oversee the development and execution of all operational policies, systems and processes including Risk, Research, Organisational Policy, OH&S and IT.
- Act for the CEO as requested;
- Undertake other duties as requested by the CEO.

## 2. Governance Responsibilities

- Support the CEO to lead, develop and implementation of CG's corporate governance framework to enable effective delivery of CG's strategic and organisational policy objectives and ensure all statutory and other legal requirements and obligations are met, including corporate compliance and ethical standards to assure integrity of CG's total operations
- Lead the effective development, implementation and ongoing evaluation of CG's risk management framework, compliance and assurance systems, and decision-making protocols to enable continuous improvements in performance and minimisation of risks across the organisation;
- Identify real and potential risks and implement risk mitigation strategies
- Report to the CEO on compliance status, existing and emerging risks and critical issues as well as implication, response and mitigation;
- Manage the quarterly reporting requirements to the board and ensure all reports are consistent and submitted to the board by set deadlines.

## 3. Government Relations

- Prioritise First Nations engagement in all Government relations work
- Building, maintaining and nurturing strategic relationships with key Federal and State/Territory Ministerial offices, key agencies, Opposition, Crossbench and Minor Party Offices, senior federal and state public servants.

- Managing advocacy and political engagement and provide advice, intelligence and insights on policy influencing opportunities.
- Develop the organisation-wide government relations strategy including an engagement policy; and monitor and ensure compliance with the policy
- Working across the organisation and in close collaboration with staff to build the evidence and research base to support public policy changes, as well as advise on and assist in the production of submissions, policy papers etc
- Working with the Children's Ground Strategic Leadership Team to build advocacy capacity, awareness and ensure consistent, effective advocacy messaging in line with Children's Ground Strategic Plan – prioritising the voice of First Nations leaders
- Government grants:
  - Negotiate ongoing funding of existing key Government contracts and establish new funding opportunities
  - oversee all submissions;
  - oversee the monitoring, coordination and undertaking of report writing to meet compliance with efficiency and high quality
- Work with the Director Research and Evaluation in relation to the CG evidence base and how this informs and contributes to grant applications; policy reform; funding and government relations strategy

#### 4. Administration & Systems Responsibilities

- Oversee the development, implementation, monitoring and review of organisation-wide policies, procedures, operational systems and standards focusing on:
  - i. efficiency, integrity and development of these systems;
  - ii. compliance with statutory and funding body obligations, and
  - iii. identifying and managing significant risks to the organisation.
- Ensure documentation policies, procedures, systems and standards are in place with clear compliance to meet the needs of CG and the security of information;
- With A&S Manager, P&C Manager and PIC, develop and implement an internal communications framework for the organisation to ensure effective and efficient communication occurs across the organisation, and
- Develop a Technology Services strategy to build digital capability, and system improvements in line with the operational and strategic direction of CG, and
- Ensure that CG has the IT frameworks, policies, processes, systems and tools to achieve its operational and governance, protection and compliance information and communications technology objectives.
- Operate within the requirements of Children's Ground philosophies, policies and procedures as well as all external and internal regulatory requirements.

#### 5. People and Culture Responsibilities

Oversight of the People and Culture function:

- With the P&C Manager mature a People & Culture strategy and approach that builds organisational capability, and creates a safe and inclusive environment;
- Ensure that CG has the HR frameworks, policies, processes, systems and tools to achieve its strategic workforce objectives related to staff and volunteers;
- Support the P&C Manager to provide credible and contemporary focused advice to the CEO and Leadership Team on all aspects of human resources related to the strategic and operational needs of CG;
- With the P&C Manager implement and nurture a culture across CG that values all peoples, is inclusive, respectful and supportive and that demands excellence, quality and accountability;
- Provide leadership to all staff under management and demonstrate good human resource practice and comply with CG policies and procedures;
- Support P&C Manager and the Regional Directors to manage organisational Occupational Health and Safety including:
  - a) Ensure CG has a developed Occupational Health and Safety strategy and system that includes a CG Wellness Program and Emergency Management Plan;
  - b) Ensure monitor and reporting to the CEO on the operation of CG Health and Safety System and performance in line with CG's Strategic Goals, and
  - c) Promote the highest practicable standard of work health and safety within CG and ensure compliance with legislation and national standards for work health and safety.

## 6. Research & Evaluation

Working with the Director Research & Evaluation:

- With oversight from the CEO, ensure the integrity of the Children's Ground Approach through our evaluation
- Ensure that CG has the policies, processes, standards, systems and tools to achieve our Evaluation Strategy

## 7. Relationships

- Develop and maintain relationships with key partners including community, Government, and suppliers;
- Represent CG in key meetings and in public speaking events and forums as requested by the CEO;
- Formalise relationships with key stakeholders as needed, and
- Maintain strong joint working relationships across Children's Ground operations.

## 8. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground leadership team
- Support a strong, connected, respectful and supportive organisation;
- Participate in professional development programs offered by Children's Ground;
- Represent Children's Ground in public speaking events, forums and in the media as requested by the CEO, and
- Undertake other tasks as requested to support the delivery of Children's Ground Central Australia.

## ADDITIONAL DUTIES

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The Deputy CEO shall:

- a) observe and carry out all lawful directions in relation to the performance of the duties and functions under this Contract;
- b) disclose any financial or other interest relating to the business of Children's Ground in accordance with the Act or which conflicts or may conflict with the discharge of the duties or functions of the office and comply with any reasonable direction given by the Employer in respect of that interest, and
- c) devote the whole of their professional effort to their employment and not hold any position or take on any activities, which may in any way be seen to conflict with the duties or functions under this Contract unless approved by Children's Ground Ltd.

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## Key Selection Criteria

### Essential

1. Tertiary qualifications in a business-related discipline and/or minimum 10 years' experience and demonstrated success at a senior leadership level in Organisational or People and Culture Management,
2. Demonstrated ability to work closely and cooperatively with senior management and as a member of a senior team in developing organisation-wide policies and procedures;
3. A strategic orientation and demonstrated experience and proven ability to develop and deliver organisational strategies;
4. Demonstrated capacity to lead, manage and supervise teams and bring the best out of team members;
5. Understanding of risk management processes;
6. Superior written and verbal communication skills and a high level of computer literacy;
7. Exceptional stakeholder management skills with proven track record of influence;
8. Demonstrated capacity to be highly self-motivated with the ability to confidently put forward new and independent ideas and implement new systems and procedures;
9. Capacity to fulfil reporting and administrative requirements associated with the position;
10. Passion for breaking intergenerational disadvantage and interest;
11. The ability to work flexibly and creatively in a demanding environment;



12. Demonstrated project management skills, including a proven ability to develop budgets and work with constraints to achieve financial targets;
13. Advanced contract management skills, sound knowledge of compliance, financial and legal implications, Current Drivers Licence, OCHRE card and National Police Clearance.

**Desirable**

1. Experience working in a start-up environment with implementation of processes and systems from scratch;
2. A strong knowledge of the NFP sector, and
3. Demonstrated skills, and experience in an NGO or community development organisation

**Personal Attributes**

1. Self-starter who thrives in an environment that is ambiguous and complex and thinks systemically;
2. Creates and embraces a culturally diverse workforce;
3. Passionate about social justice;
4. Highly collaborative and emotionally intelligent;
5. Innovative and thinks adaptively about problem resolution, and
6. Focus on achieving excellence.