



## Position Description

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<b>Position Title:</b>	<b>Head of Family Health and Wellbeing – Top End</b>
Location:	Darwin (travel to Marlkawo, West Arnhem and other parts of the Northern Territory to be expected)
Reports to:	Regional Director – Top End
Tenure:	Full time Fixed Term contract 38 hours per week, 1-year contract. Option to extend dependent on funding.
Classification:	SCHADS Modern Award Level 7
Employee ID:	TDMULHWBNI3015/TWMAR

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### Background

Children's Ground is a First Nations organisation. 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, designed by First Nations people. 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 the Top End and Central Australia in the Northern Territory, with support provided by a Melbourne-based Shared Services team.

In the Top End we work in the communities of Minmarama/Kulaluk, Knuckey's Lagoon, 15 Mile and Marlkawo.

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### Position Summary

The Head of Health and Wellbeing – Top End will lead the Family Health and Wellbeing Team, a small multi-disciplinary team that delivers the Children's Ground Family Health and Wellbeing Framework, *Utnenge, Tyerrtye, Mwerre Atnyenetyeke Iltye Tyerrtye Urrperle–kenhenge (Health in the Hands of the People)* to improve the health and wellbeing outcomes for individuals and families in the communities we work in.

*Health in the Hands of the People* includes the recognition and support of local traditional cultural knowledge systems and practices and the agency of consumers. It also includes Western approaches to improved health outcomes through health promotion, social and emotional wellbeing, maternal and child health and environmental health programs. The Health team supports the development and implementation of family health plans with individuals and families and create and deliver responses to population health needs with each local community we work in.

The Health team is proactive in working collaboratively with both internal and external partners. The Head of Health is expected to regularly participate in health promotion program delivery on country and in community as part of our integrated programming.

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### Key Relationships

Reports to:	Regional Director – Top End
Direct Reports:	Family Support Services Coordinator, Social and Emotional Wellbeing Lead, Health Promotion Officer, Nutrition Officer, Community based health staff.
Key Internal liaison:	Top End Management team members, counterparts in Central Australia, administration teams in Central Australia and Shared Office, Learning and Wellbeing team, People & Culture and Children’s Ground staff.
Key External liaison:	Community and guests to Children’s Ground, including government, funding bodies and local community services.

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### Key Responsibilities

1. Community development and respect for local cultural knowledge and life
  - Build relationships with First Nations community members.
  - Meet regularly with local community members to discuss local aspirations, to inform the directions and responsibilities.
  - Consult with local community members to ensure that Children’s Ground operations do not undermine but actively promote local cultural knowledge and practice.
  - Encourage and support all families, valuing their ideas, strategies and aspirations.
  - Build and develop a local First Nations work force in each community.
2. Children’s Ground Family Health Model
  - Deliver the Children’s Ground Family Health and Wellbeing Framework, *Health in the Hands of the People*, to improve the health and wellbeing outcomes for Top End communities.
  - Ensure health and wellbeing initiatives support local culture.
  - Support and develop health promotion initiatives in Top End communities, working with local community, local health providers and cultural health services.
  - Connect and support First Nations people to the health system so that they receive a service which is more effective, efficient and culturally safe.

### 3. Leadership, Planning and Strategy

- Under direction and support from the Regional Director and First Nation leadership lead the development and implementation of the learning and wellbeing platform.
- Be a dynamic, visionary, passionate and empathic leader for staff and local users.
- Ensure community staff and participants are key strategic advisors in program development and delivery.
- Build and protect the cultural, ethical, and corporate social responsibility of Children's Ground.
- Contribute to the development and achievement of Children's Ground strategy, objectives and goals of the organisation.

### 4. Program Design and Implementation

- Provide strength-based leadership to support the Family Health Team to design and deliver tailored health promotion programs and activities in each community across Darwin and West Arnhem.
- Utilise office infrastructure in the Darwin communities to develop and establish a placed based model of program delivery.
- Contribute to integrated service delivery across all Children's Ground platforms, with a focus on supporting positive health and wellbeing outcomes for children and their families. With the support of the Regional Director, explore the development of a health hub in West Arnhem.
- Work with the learning team to ensure all children have a comprehensive learning and wellbeing plan that includes their social and emotional wellbeing needs and development support.
- Develop and share leading practice, referring to national and international practice and research.

### 5. Operational systems and standards

- Ensure documentation, policies, procedures, systems and standards are in place with clear compliance to meet the regulatory and other needs of Children's Ground.
- Ensure review and monitoring of standards on a regular basis.
- Ensure all activities are delivered with quality and integrity.
- Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.

### 6. Staff management and support

- Provide strength-based leadership and management to the team.
- Facilitate regular supervision meetings with each individual direct report.
- Identify training opportunities for staff.
- Support and mentor the professional development of First Nation staff.
- Manage human resource matters as they arise with the support of the People and Culture team and Regional Director.

7. Workplace culture
  - Role model and take responsibility for positive workplace culture.
  - Be supportive and compassionate to everyone in the Children's Ground team.
  - Utilise a strength-based approach to relationships and leadership.
8. Evaluation, monitoring and data systems management
  - Ensure user data and information are recorded to meet the monitoring and evaluation needs of the Children's Ground, integrating data systems and collection into practice with the Research and Evaluation team and other staff.
  - Train and support local staff and community in community-led monitoring and evaluation, ensuring they are equipped to document and record data effectively.
  - Undertake assessments, conduct relevant research, and contribute to the embedding and integrity of the 25-year longitudinal evaluation in consultation with Children's Ground Senior Leadership and Director of Research and Evaluation.
9. Quality & Risk Management
  - Ensure all activities are delivered with quality and integrity.
  - Ensure risk management policies and systems for the functions are up to date.
  - Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.
10. Financial accountability and resource management
  - Plan, monitor, and manage the budget to comply with Children's Ground financial systems, and prepare reports as requested.
11. Communication and Partnerships
  - Maintain and develop relationships with key partners including local organisations across Darwin and West Arnhem.
  - Maintain strong joint working relationship across Children's Ground operations.
  - Represent Children's Ground in key meetings as requested.
  - Be flexible to support the broader Children's Ground team and operations to meet strategic and operational goals.
12. Contribute to Children's Ground
  - Be a positive, innovative and active member of the Children's Ground team.
  - Liaise and collaborate with the health team in Central Australia.
  - Contribute to strategic planning, organisational development, management work plans & policy formation.
  - Support a strong, connected, respectful and supportive organisation.
  - Participate in professional development programs offered by Children's Ground.
  - Undertake other tasks as requested to support the delivery of Children's Ground.

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### Additional Duties

The Head of Family Health and Wellbeing – Top End shall:

- Maintain safe working conditions and practices in line with Occupational Health and Safety policies.
- Observe and carry out all lawful directions in relation to the performance of the duties and functions under this Contract.
- 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.
- 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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### Location and Hours Worked

This is a full-time position and will be based at Children’s Ground office in Darwin. There is an expectancy to work from place-based offices at Kulaluk, Knuckey’s Lagoon and 15 Mile. You will also manage health programs in Marlkawo, a remote community in West Arnhem, providing virtual support and maintain direct communication with Marlkawo staff. Frequent travel to Marlkawo and West Arnhem is essential.

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### Work Health and Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing, carrying objects up to 15kg 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. Experience with First Nation communities and a deep understanding of the key challenges facing First Nation Peoples, and the strengths of First Nations Peoples; and demonstrated cultural competency or experience in culturally safe practices, especially in educational settings.
2. Relevant Degree/qualification or substantial equivalent work experience.
3. Significant experience and expertise and demonstrated success in health promotion.
4. Experience as a Program Manager, Senior Organisational Position or in a role where you have held accountability for a breadth of functions across an organisation.
5. Experience in leading and managing a team of people.
6. Excellent communication and interpersonal skills, both verbally and written.
7. Strong relationship and networking skills.
8. Strong people management skills and a collaborative worker – teamwork, facilitation, supervision, liaison. Ability to work flexibly and creatively in a demanding NGO environment

9. Have a current Drivers Licence.
10. OCHRE card and National Police Clearance or willingness to obtain.

### **Desirable**

1. Experience working in remote First Nations communities.
2. Experience working in a start-up environment.
3. Demonstrated knowledge, skills, and experience in an NGO or community development organisation.

### **Personal Attributes**

- Self-starter who thrives in an environment that is ambiguous, dynamic, variable and complex.
- Embraces and thrives in a culturally diverse workplace.
- Passionate about social justice.
- Highly collaborative.
- Identifies and seeks out resolutions to problems utilising innovation and adaptability with confidence and calmness.
- Focus on achieving excellence.