



## Position Title

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| <b>Position Title:</b> | <b>People &amp; Culture Administrator - First Nations Identified position</b>                     |
| Location:              | Melbourne (travel to other parts of the Northern Territory may be required)                       |
| Reports to:            | People & Culture Manager  |
| Tenure:                | Part Time .6 fixed term 12 month contract   |
| Classification:        | SCHCADS Modern Award Level 3 \$74,726 pa pro - rata (depending on qualifications and experience). |

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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 Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

## Position Summary

You will play a key role in supporting our People & Culture team with various administrative and HR-related tasks. No prior People & Culture experience is required, basic administration, IT literacy and a positive attitude with a willingness to learn are essential.

## Key Relationships

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|-----------------------|--|
| Reports to:           | People & Culture Manager   |
| Key Internal liaison: | People & Culture teams in the Regions, Regional Directors, Deputy Regional Director; Deputy CEO, Children's Ground staff   |
| Key External liaison: | Service organisations in Alice Springs and Darwin such as local job providers and employment facilitators, relevant local government agencies, training providers or other stakeholders. |

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## Key Responsibilities

- Support First Nations people on the pathway to employment
- Pre employment support with TFN, OCHRE, Police Checks
- Assist with day-to-day HR operations, including maintaining employee records and processing paperwork.
- Support the recruitment process by posting job ads, screening resumes, and scheduling interviews.
- Help with onboarding new employees and conducting inductions.
- Assist in organising training sessions, employee engagement activities and in-house events.
- Provide general administrative support to the HR team as needed.

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## Key Selection Criteria

### Essential

1. This is a First Nations/Aboriginal identified position
2. Solid administration skills
3. Good IT skills using Microsoft 365
4. Good communication skills – written and oral
5. Strong people skills – teamwork, communication
6. Ability to work in a flexible team environment
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check
8. A positive attitude with a strong desire to learn and grow within the HR/administration field.
9. Excellent organisational and time-management skills.
10. Strong attention to detail and accuracy in work.
11. Ability to handle sensitive and confidential information with discretion.

### Desirable

1. Arrernte language skills &/or experience working with First Nations People
2. Experience with Canva / Powerpoint
3. Experience with HRIS systems

### 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
- Passionate about social justice and empowerment
- Highly collaborative