



## Position Description

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<b>Position Title:</b>	<b>Placemaking and Skills Officer – Marlkawo</b>
Location:	Marlkawo, West Arnhem. Home base Darwin with travel to communities.
Tenure:	Full time. Limited tenure - 7 months (May – November 2025)
Roster:	Varies through season. (14 days on 7 days off or 38 hours weeks over three weeks depending on roster rotation)
Classification:	SCHCADS Modern Award Level 5 (dependent on experience)
Important Information:	A basic furnished raised Balabala, platform safari tent, when staying in Marlkawo and tent or swag at other times.
Travel arrangements:	Designated location for rostered days off is Darwin. All expenses while in Darwin are at the individual's expense.
Position number	TWMARCDWNI5008

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## Background

Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of 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 privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, 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 our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Children's Ground operates in Central Australia and across the Top End, 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

Placemaking is a collaborative process of designing, developing, and managing spaces to enhance community well-being, social interaction, and a sense of belonging.

The Placemaking and Skills Officer plays a key role in fostering community engagement, supporting local capacity and skills building, and ensuring effective management and maintenance of assets, infrastructure, and operational systems. You will work with people in community sharing skills across

different trade areas to build their skills to create community spaces and infrastructure such as shelters, gardens, sheds, plus preparation of activity areas and car maintenance and care.

This role is responsible for supporting skills developments for the purposes of building and physical labour work, demonstrating best practice in manual labour and risk assessing, overseeing the use of tools and equipment and preparing spaces for community programs and activities. The role is physically demanding and requires experience of trade skills and ability to do basic running repairs on vehicles and other equipment.

The role requires self-motivation with the ability to work independently, making sound judgment calls and decisions with minimal supervision. Across all areas of responsibility it is important to recognise when issues require escalation and take appropriate action to ensure timely resolution.

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### Key Relationships

Reports to:	Placemaking and Skills Coordinator
Direct Reports:	None
Key Internal liaison:	Community Leads and community staff, Community Development Coordinator – Marlkowo, Early Years/Primary Educator - Marlkowo; Senior Operations and Administration Coordinator; Regional Director – Top End.
Key External liaison:	Community, Trades companies/contractors

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### Key Responsibilities

#### 1. Support local community agency and respect for local cultural knowledge and life

- Liaise with community in relation to activities to ensure that our operations actively promote local cultural knowledge and practice
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations
- Work with people; connect & establish community involvement to keep them engaged in their community, & to contribute to the overall cultural strength and wellbeing of the community

#### 2. Community Capacity Building & Mentorship

- Facilitate opportunities for training, and skill development, ensuring that community members are central to program delivery and decision-making.
- Work alongside Children's Ground teams to ensure that all staff are responsive to community priorities and that programs reflect community aspirations and needs.
- Mentor community staff to develop skills that contribute to community

#### 3. Children's Ground infrastructure site management

- Coordinate regular inspections to identify and prioritise repair and maintenance needs.
- Maintain a log of maintenance activities, ensuring all issues are resolved in a timely manner.
- Develop a schedule for routine grounds maintenance, including landscaping, waste removal, and cleanliness.
- Supervise contractors or in-house staff performing tasks that support routine and regular upkeep of site and buildings.

- Complete basic running repairs to site infrastructure where needed and appropriate.
- Conduct regular inspections to ensure outdoor areas and buildings meet safety and aesthetic standards.
- Contribute to the development of the site through discussions with leadership and staff and with contractors, as directed.
- Support project management for new infrastructure builds.
- Work within the budgets and resources allocated for grounds and building maintenance projects.
- Maintain strong joint working relationship across Children's Ground operations.

#### **4. Asset and Resource Management and Maintenance**

- Maintain a detailed inventory of organisational assets and plant and equipment.
- Coordinate asset and resource stocktaking, procurement, deployment, and disposal in alignment with organisational policies.
- Monitor asset condition and report for timely replacements or upgrades.
- Utilise asset management systems when available to track and report on asset performance.
- Ensure assets are securely stored and safeguarded from loss or damage.
- Support community in the creation of a community tool and equipment kit, including advice on resource management.

#### **5. Fleet Management**

- Be the key contact point for any fleet enquiries for Marlkawo vehicles while in Marlkawo.
- Maintain a database of vehicle use, maintenance schedules, and fuel consumption.
- Complete basic running repairs on vehicles where safe and appropriate to do so.
- Ensure damage is reported through appropriate mechanisms so repairs and insurance claims can be coordinated.
- Monitor fleet performance and coordinate with supervisor to ensure all vehicles are maintained and roadworthy.
- Support the implementation and management of a GPS tracking system for the Marlkawo fleet.
- Contribute advice and assist with the facilitation of driver training.
- Work with other Children's Ground staff for pick-up, drop-off, and delivery of services.

#### **6. Workplace Health and Safety (WHS)**

- Oversee and make responsible judgement decisions around placemaking activities ensuring compliance and best practice with all WHS regulations, policies, and procedures, including staff training requirements safety and operational signage visible and accessible.
- Ensure for community and visitors.
- Conduct regular workplace safety audits and risk assessments.
- Facilitate WHS training and induction programs for all Marlkawo based staff.
- Support the Seniors Operations and Administration Officer to investigate workplace incidents, where appropriate and assist with the implementation of corrective actions.
- Assist with the development and management of a WHS Management System, including hazard/corrective actions registers and safety documentation.

- Contribute to the Top End WHS committee.

## **7. Emergency Management Plan**

- Be champion for the implementation of the Emergency Management Plan.
- Coordinate emergency drills and training sessions.
- Facilitate the maintenance of emergency equipment and ensure accessibility in compliance with regulations.
- Collaborate with external agencies for emergency planning and response.

## **8. Support Camps, Events, Family Nights and Funder Visits**

- Liaise with Children's Ground staff and community to understand event needs and support with area preparation.
- Contribute when necessary to hands-on logistical support as required during events.
- Participate in camps, events, family nights and funder visits as required.
- Contribute to the documentation of event planning processes and outcomes to improve future operations.

## **9. Contribute to and comply with operational systems and standards**

- Ensure documentation policies, procedures, systems and standards are in place with clear compliance to meet the needs of CG and the security of information for consumers
- Ensure review and monitoring of standards on a regular basis
- 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. Monitoring, Evaluation and Reporting**

- Maintain records including data collection and data entry in Children's Ground database.
- Maintain confidential organised and up-to-date files relating to children and adults.
- Contribute to the writing of papers and articulation of frameworks for Children's Ground.
- Work collaboratively with staff to complete reporting requirements.

## **11. Contribute to Children's Ground**

- Be a positive, innovative and active member of the Children's Ground Central Australia Region team.
  - Participate in regular supervision, team meetings and team planning session
  - 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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## Work Health and Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing, carrying heavy objects 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. Understanding of the impacts of colonisation, loss of power, and trauma across generations, with the ability to work respectfully and collaboratively with First Nations communities.
2. Ability to live, work, and communicate well with First Nations people in remote communities.
3. Experience in a trade (e.g., construction, carpentry, automotive) and/or significant experience in caretaking or handyman work.
4. Knowledge and experience in workplace safety, managing vehicles, and maintaining assets, ideally in a community or cross-cultural setting.
5. Ability to support and build on people's strengths.
6. Strong teamwork, and training skills, with experience working in culturally diverse and changing environments.
7. Ability to build and maintain strong relationships with different people, with excellent communication skills (spoken and written).
8. Well-developed people skills, including negotiation and communication, with the ability to engage various stakeholders in cross-cultural settings.
9. Ability to work independently, make confident decisions, and recognise when to escalate issues appropriately.
10. Ability to work flexibly and creatively in a demanding NGO environment
11. A current Working with Children Clearance Notice (Ochre Card) or ability to obtain. And a willingness to undergo a National Police Check.
12. Drivers licence with manual driving experience, and preferably 4WD experience.

### Desirable

1. First Aid Certificate, Anaphylaxis and Asthma Management training (or willingness to obtain)
2. Experience in a Start-Up or Growth-Focused Environment
3. Knowledge of Community Development Projects or Placemaking projects
4. Experience driving with trailer
5. L-R/M-R endorsed licence
6. Experience in NGOs or Community Development Organisations

### Personal Attributes

- A self-starter who thrives in workplace environments that can be complex
- Committed to fostering and embracing a culturally diverse and inclusive workforce.
- Passionate about social justice and empowering communities.
- Builds trust and works effectively with diverse teams and stakeholders.
- Thinks adaptively and creatively to resolve challenges and improve operations.