



SNAICC

National Voice for our Children

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 Aboriginal and Torres Strait Islander Corporation
 Suite 8, First Floor,
 252-260 St Georges Road
 North Fitzroy VIC 3068

Position Description

Job Title:	SNAICC Senior Project Officer (Central Australia)
Reporting To:	SNAICC Social Policy and Research Manager
Contract Period	8 months
Terms and Conditions:	<ul style="list-style-type: none"> • Part-time position (0.8) based in Alice Springs. • Salary range \$110,000 - 120,000 pro rata depending on experience, plus 9.5% superannuation • SNAICC also offers Salary Packaging (tax free salary component and additional meals, entertainment, accommodation and venue hire) • All SNAICC positions are subject to funding

Overview of role	
<p>The SNAICC Senior Project Officer will deliver tasks and coordinate activities whilst providing high level advice, coordination, and secretariat functions to a Project Steering Committee during the development and design of a comprehensive strategy to create and build Aboriginal led and managed out-of-home care and family support services in the Northern Territory.</p> <p>The Senior Project Officer will undertake research and consultations and support the conduct of regional meetings and forums in Central Australia to develop collective ownership and leadership of an effective locally grown, Aboriginal-led strategy. The Officer will develop and maintain close links and effective relationships within the other project partnership organisations (APONT and Territory Families) and with cross-sector partners, including government, academics, philanthropic and community organisations, and Aboriginal community representatives, particularly those based in Central Australia to ensure comprehensive stakeholder engagement is achieved</p> <p>In particular, the Officer will work to contribute to a Territory-wide strategy for developing the Aboriginal community controlled sector while supporting local stakeholders to identify the specific needs and requirements for sector development in Central Australia that will need to be reflected in the strategy.</p> <p><i>This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 57 of the Anti-Discrimination Act 1996 (NT).</i></p>	

Organisational Context	Formally established in 1981, SNAICC – National Voice for our Children is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the
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	<p>rights of our children, in particular to ensure their safety, development and well-being. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors made up of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC undertakes key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • Research and policy development, with high-level leadership, policy papers and sector representation • Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency • Resource development, communications and publications, and • Support for sector development, membership and networking.
Operational Background	<ul style="list-style-type: none"> • The SNAICC Senior Project Officer is an 8 month contract, full-time position based in Alice Springs. • All positions at SNAICC are subject to ongoing funding. • All SNAICC staff are subject to an initial six-month probationary period.
Reporting Relationships	<ul style="list-style-type: none"> • The SNAICC Senior Project Officer is supported by and reports to the SNAICC Social Policy and Research Manager • The SNAICC Senior Project Officer works closely with the SNAICC Social Policy and Research team, and with nominated staff of the project partner organisations, APONT and Territory Families.
SNAICC Funding	<ul style="list-style-type: none"> • SNAICC is primarily government funded. • SNAICC also receives income from non-government philanthropic and partner organisations for different projects.
Organisation Operations	<ul style="list-style-type: none"> • The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks. • SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed. • Building cooperation between staff and the SNAICC Board of Directors and Council is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.
Key Duties	<ol style="list-style-type: none"> 1. Provide advice and information that supports the development of a culturally responsive service model and strategy for an NT Aboriginal community controlled out-of-home care and family support service sector. 2. Provide support to the Partnership to consult locally in Central

	<p>Australia and conduct regional meetings and forums to develop collective ownership and leadership of an effective locally grown strategy.</p> <ol style="list-style-type: none"> 3. Contribute to inform a Territory-wide strategy for developing the Aboriginal community controlled sector while supporting local stakeholders to identify the specific needs and requirements for sector development in Central Australia that will need to be reflected in the strategy. 4. Research, prepare and action requests made by the Project Steering Committee; including providing administrative and secretariat functions for the Committee. 5. Develop and maintain close links and effective relationships within the Partnership and with cross-sector partners, including government, academics, philanthropic and community organisations, particularly those based in Central Australia to ensure comprehensive stakeholder engagement is achieved. 6. Ensure the principle of cultural security and safety is incorporated into developed documentation. <p>Common duties shared with other SNAICC staff</p> <ol style="list-style-type: none"> 7. Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. 8. Assist in the evaluation of projects, activities and functions of SNAICC. 9. Arrange for the distribution and promotion of resources and publications where applicable. 10. Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.
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KEY SELECTION CRITERIA

1. A sound understanding of current issues and practices in the field of child protection and out-of-home care at local and national level particularly in relation to Aboriginal children, young people and families.
2. Experience in working within a legislative framework and proven ability to interpret complex legislation in a statutory care and protection of children context.
3. Highly developed research, analysis and problem solving skills in the context of strategic planning, project development, implementation and evaluation
4. High level of interpersonal, negotiation, oral and written communication and cross cultural skills with the ability to communicate effectively with key Aboriginal and non-Aboriginal stakeholders.
5. Proven ability to develop productive working relationships and partnerships with internal and external stakeholders and within a multidisciplinary team environment.
6. Proven ability to effectively negotiate and liaise with all levels of government, service providers and the community and represent the organisation in forums and consultations.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by **5.00 p.m. EST on Sunday 26 November 2017.**

Applications must include:

- A brief **cover letter** outlining why you are applying for the position
- Written responses to each of the **Key Selection Criteria**, including brief examples demonstrating your proficiency for each criteria
- A **resume** with your skills, experience and qualifications, relevant to the SNAICC Senior Project Officer role
- Names and contact details for two or more recent referees

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications and initial inquiries to:

Katherine.Hinton@snaicc.org.au

For general information about SNAICC, visit the SNAICC website.

For specific questions about the role please contact:

John Burton, SNAICC Social Policy and Research Manager on **03 9489 8099**.