

## Position Description

<b>Position Title:</b>	Administration & Operations Coordinator	<b>Business Unit:</b>	Programs
<b>Classification:</b>	<b>(SCHADS Award) Level: 3</b>	<b>Reports to:</b>	Director Early Years Support Victoria
<b>SNAICC above award salary:</b>	<b>SNAICC Scale:</b> PO1 3.1 – 3.4	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed-Term until December 2024</b>	<b>FTE:</b>	1.0

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC’s vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children.

SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access, and sustainability of services.

<b>Business unit</b>	SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sector across the country. The Programs Unit works to establish partnerships, provide guidance, and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being.
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<b>Position Summary:</b>	The Early Years Support Victoria Administration & Operations Coordinator will ensure the smooth running of the EYS Victoria Office: you will provide executive and administrative support to the Director, Early Years Support Victoria and a small and dynamic team. You will work closely with SNAICC HQ and assist establishing administrative processes. This role will support various key projects and assist with project administrative tasks including secretariat support to advisory committees, and project reporting requirements.
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<b>Position Characteristics:</b>	<b>Scope:</b>	This position reports to the Director, Early Years Support Victoria, and supports the EYS Victoria team with administrative and operational requirements. The position will also work closely with other EYS state teams, SNAICC HQ office staff and SNAICC's membership, and key funding bodies (including Government and NGOs).
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• Director of EYS Victoria, &amp; other members of EYS teams</li> <li>• SNAICC's membership</li> <li>• Suppliers</li> <li>• Contractors and consultants</li> <li>• Members of other SNAICC teams: Office of the CEO; Programs; Policy &amp; Research</li> </ul>
	<b>Special Conditions:</b>	<b>Aboriginal and Torres Strait Islander people are encouraged to apply</b>
	<b>Delegations:</b>	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework.</b>
<ul style="list-style-type: none"> <li>• Lead office administration and office maintenance to ensure the smooth running of the EYS Victoria office.</li> <li>• Coordinate EYS Victoria's operations plan and processes.</li> <li>• Provide general office reception &amp; be first point of call for stakeholders and visitors to the office.</li> <li>• Provide secretariat and administrative support to the EYS Victoria Advisory Committee and other working groups as required.</li> <li>• Assist &amp; support the Director on administrative tasks &amp; reporting.</li> <li>• Maintain stakeholder database and assist to establish and implement new filing systems.</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable.</li> <li>• Act as a point of contact between internal and external stakeholders for EYS matters including contractors/consultants, educators, funders.</li> <li>• Work collaboratively with SNAICC HQ and the other EYS pilots on shared projects.</li> </ul>	<p><b>1. Organisational Awareness &amp; Professionalism</b></p> <p>1.1.1 Organisational Awareness 1.1.2 Time Management 1.2.4 Taking Responsibility 1.2.5 Problem solving</p> <p><b>2. Community and Interagency Relations</b></p> <p>2.1.4 Community and Sector Knowledge 2.1.5 Social Justice</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.1.1 Advocacy 3.2.2 Written Communication 3.2.3 Verbal Communication</p>

		<b>6. Service Delivery</b> 6.1.3 Stakeholder Outcomes 6.1.4 Diversity
<ul style="list-style-type: none"> <li>• Provide quality written documents including briefing notes, secretariat support including agendas and minutes</li> <li>• Coordinate and assist with travel and associated planning and bookings (including catering for events) for EYS Victoria Director, and other areas within EYS business units as required.</li> </ul>		<b>5. Resources, Assets &amp; Sustainability</b> 5.1.2 Financial management 5.2.3 Procurement
<b>Safety and Wellbeing</b> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.</li> <li>• Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> </ul>		<b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.1.1 Strategy 9.1.2 Quality 9.1.3 Risk Management 9.1.4 Health Safety Wellbeing
<b>Quality and Compliance</b> <ul style="list-style-type: none"> <li>• Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.</li> <li>• Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.</li> <li>• Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.</li> <li>• Actively participate in internal and external audits with responsibility for compliance</li> <li>• Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.</li> </ul>		
<b>Common duties shared with other SNAICC staff</b> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings</li> <li>• Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ul>		<b>1. Organisational Awareness and Professionalism</b> 1.1.1 Organisational Awareness 1.1.2 Time Management 1.1.5 Problem solving

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• High-level communications skills, including demonstrated ability to lead internal communications, and communicate with confidence to external stakeholders including member services and funding.</li> <li>• Well-developed presentation skills</li> <li>• Broad knowledge and a solid understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.</li> <li>• Demonstrated ability to work autonomously and within team context and execute priorities to meet deadlines.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Excellent time management and a great eye for detail</li> <li>• Demonstrated skills Office 365, including full suite of applications including management word, excel, power point, outlook, teams, various media platforms and websites</li> <li>• Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.</li> </ul>										
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications or extensive experience in office or business administration.</li> <li>• Employee Working with Children Check (WWCC)</li> <li>• Current police check (no older than six months)</li> <li>• Current Driver's License.</li> </ul>										
	<b>Values and Attributes</b>	<table border="1"> <tr> <td>Cultural Safety</td> <td>Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</td> </tr> <tr> <td>Collaboration &amp; trust</td> <td>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</td> </tr> <tr> <td>Respect and kindness</td> <td>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</td> </tr> <tr> <td>Accountability and integrity</td> <td>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</td> </tr> <tr> <td>Staff Wellbeing</td> <td>We are committed to the wellbeing of our staff.</td> </tr> </table>	Cultural Safety	Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.	Collaboration & trust	We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.	Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	Accountability and integrity	We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.	Staff Wellbeing	We are committed to the wellbeing of our staff.
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<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> <li>• Comply with SNAICC HSW policies and procedures to participate in the achievement of a safe working culture</li> <li>• Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>		
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.		
<b>Approvals:</b>	<table border="1"> <tr> <td><b>CEO</b> Name: Catherine Liddle Date: Jan 2023</td> <td><b>Director Operations &amp; HR</b> Name: Fran Whitty Date: Jan 2023</td> </tr> </table>	<b>CEO</b> Name: Catherine Liddle Date: Jan 2023	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: Jan 2023
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<b>Acknowledgement of Incumbent</b>	<p>I have read and understood the requirements of the position</p> <p><b>Name: (please print)</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>		