

### Position Description

<b>Position Title:</b>	Leadership Advisor	<b>Business Unit:</b>	Programs
<b>Classification:</b>	<b>(SCHADS Award) Level: 7</b>	<b>Reports to:</b>	Director Early Years Support Victoria
<b>SNAICC above award salary:</b>	<b>SNAICC Scale: PM1 7.1 - 7.4:</b>	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 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 Year Support (EYS) Leadership Advisor will work with the leadership teams within Victoria's Aboriginal and Torres Strait Islander Community Controlled Early Years services to strengthen their capacity in service delivery and quality outcomes. This position will also provide high quality policy development & programming advice, and advocacy support to represent the interests of these services with sector leaders and broader decision makers, contributing to a more sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across Victoria.
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<b>Position Characteristics:</b>	<b>Scope:</b>	<p>The Leadership Advisor will report to the Director EYS Victoria and work collaboratively with Victorian Aboriginal and Torres Strait Islander community-controlled early years sector in Victoria. The role is part of a small EYS Victoria team and will work collaboratively with EYS teams in other jurisdictions. The role does not have direct reports.</p> <p>This position will be co-located with a Victorian Aboriginal peak body or Aboriginal and Torres Strait Islander early learning service, yet to be determined. Location can be flexible, although either Melbourne or Mildura preferred. Travel within Victoria is required to understand the needs of and support Victorian Aboriginal and Torres Strait Islander early learning services.</p>
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC's membership in Victoria</li> <li>• Members of other SNAICC teams: Office of the CEO; Programs; Policy &amp; Research</li> <li>• Aboriginal and Torres Strait Islander Early Years Services in Victoria</li> <li>• Relevant peak bodies</li> </ul>
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are encouraged to apply
	<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>
<p><b>Program Establishment</b></p> <ul style="list-style-type: none"> <li>• In consultation with Directors and 2IC's of Victorian Aboriginal Community Controlled Organisations (ACCO) Early Years (EY) services, scope and develop a suite of leadership support initiatives.</li> <li>• Negotiate and undertake site visits to all participating ACCO Services to establish baseline data and identify individual centre support needs</li> <li>• Manage the implementation of state-wide leadership supports &amp; initiatives for ACCO EY Services.</li> </ul>	<p><b>1. Organisational Awareness and Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time Management 1.3.5 Problem solving</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.2.2 Written communication 3.2.4 Public Speaking 3.3.5 Interpersonal skills</p>

<p><b>Support service best practice</b></p> <ul style="list-style-type: none"> <li>• Provide specialist information and support to help service providers understand and meet ECEC accreditation ratings and compliance standards (i.e. National Quality Framework accreditation and compliance standards)</li> <li>• Provide advice, resources, research briefs and assistance to drive improvements in programming and better practice in local contexts</li> <li>• Develop resources and programs to support localisation of systems and processes</li> <li>• Provide advice and support regarding the design, development and implementation of evidence-based education and support programs for Aboriginal and Torres Strait Islander early year services</li> </ul>	<p><b>6. Service Delivery</b></p> <p>6.3.1 Reflective Practice 6.2.2. Knowledge of sector issues 6.2.3 Stakeholder outcomes</p> <p><b>8. Program &amp; Contract Management</b></p> <p>8.2.1 Program development 8.2.3 Contract Management 8.2.4 Achieving results</p>
<p><b>Policy Analysis and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Develop processes to collect and collate information that captures learning, stories of success and service challenges relating to ECEC policy implementation for Aboriginal and Torres Strait Islander early years services in Victoria.</li> <li>• Provide internal policy and system solutions advice for Early Years centre Directors and 2IC's</li> <li>• With SNAICC's Policy &amp; Research team, contribute to policy solutions and advice to state and federal governments to influence decisions aligned to the needs and perspectives of Aboriginal early years services, to build a more sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across Victoria.</li> <li>• Support service leaders to represent their issues on local, regional and state forums and bodies.</li> <li>• Develop state-wide strategies for Aboriginal and Torres Strait Islander early years to drive collective efforts for a sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across Victoria.</li> </ul> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Work closely with SNAICC's contracted external evaluators to support the evaluation of the National Early Years Support pilot and support Victoria Aboriginal and Torres Strait Islander early years services to evaluate the impact of their work, including data requests.</li> </ul>	<p><b>2. Community and Interagency Relations</b></p> <p>2.3.1 Community 2.2.3 Partnerships &amp; collaboration 2.3.4 Knowledge of community</p> <p><b>7. Policy &amp; Research</b></p> <p>7.2.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.2.4 Sector Leadership</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.2.4 Health Safety and Wellbeing</p>
<p><b>Networking and information provision</b></p> <ul style="list-style-type: none"> <li>• Liaise and work in partnership with VAEAI, particularly Early Years Officers</li> <li>• Build a relationship with key stakeholders particularly at regional and state-wide level</li> <li>• Contribute to Early Years Support Victoria's communication platforms, networks and strategies, and forums to ensure current and up to date information is available and shared across networks.</li> <li>• Facilitate regular opportunities for Victoria Aboriginal and</li> </ul>	<p><b>2. Community and Interagency Relations</b></p> <p>2.3.1 Community 2.2.3 Partnerships &amp; collaboration 2.3.4 Knowledge of community</p> <p><b>4. Leadership and Teamwork</b></p> <p>4.2.1 United vision 4.2.2 Strategic Focus</p>

<p>Torres Strait Islander early years services to gather, connect, share and learn including face-to-face and online options</p> <ul style="list-style-type: none"> <li>• Other duties as required</li> </ul>		
<p><b>Safety and Wellbeing</b></p> <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> <li>• Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.</li> <li>• Identify and seek appropriate resources to support staff health and wellbeing.</li> </ul>		<p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.3.1 Strategy</p> <p>9.3.3 Risk Management</p> <p>9.4.1 Health Safety Wellbeing</p>
<p><b>Quality and Compliance</b></p> <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>		
<p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities, and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable.</li> </ul>		<p><b>1. Organisational Awareness and Professionalism</b></p> <p>1.1.1 Organisational Awareness</p> <p>1.1.2 Time Management</p> <p>1.1.5 Problem solving</p>
<p><b>Selection Criteria</b></p>	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Broad knowledge and understanding of human rights and 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>• Experience successfully managing Early Years' service delivery (NB: Experience in learning delivery or a service delivery role within an ACCO will be considered.)</li> <li>• Experience or capability to develop and implement a state-wide leadership program: <ul style="list-style-type: none"> <li>○ provision of support to leaders which helps drive practice improvements</li> <li>○ supporting leaders to drive internal culture and manage change</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ coordinating the sharing of practices, insights, learnings and analysing and collating this information to advocate for state or federal policy reform.</li> <li>• Experience in a program and service design role, including: <ul style="list-style-type: none"> <li>○ developing culturally safe and informed systems and policies to meet quality and compliance standards</li> <li>○ provision of specialist information for providers to meet early years accreditation and compliance standards</li> <li>○ provision of support to leaders which helps drive practice improvements</li> </ul> </li> <li>• Demonstrated capacity to establish and maintain partnerships and work collaboratively in the design and implementation of activities, with experience work with Aboriginal and Torres Strait Islander community leaders</li> <li>• Specialist knowledge and experience in the application of the National Quality Framework for ECEC policy and service accreditation and compliance.</li> <li>• Outcomes oriented, ability to work independently and deliver meaningful results while valuing culture, difference and diversity.</li> <li>• Capability and willingness to meet some work requirements that may occur outside of normal work hours; and regular and ongoing intra/interstate travel requirements.</li> </ul>										
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications or extensive experience in relevant fields.</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</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 WHS policies and procedures to participate in the achievement of a safe working culture</li> </ul>
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	<ul style="list-style-type: none"> <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>	<b>CEO</b> Name: Catherine Liddle Date:	<b>Director Operations and HR</b> Name: Fan Whitty Date:
<b>Acknowledgement of Incumbent</b>	I have read and understood the requirements of the position.  <b>Name: <i>(please print)</i></b>  <b>Signature:</b>  <b>Date:</b>	