

Position Description

Position Title:	Manager, Community Partner	Business Unit:	Programs
Classification:	(SCHADS Award) Level: 8	Reports to:	Project Director Connected Beginnings & CCCFR
SNAICC above award salary:	SNAICC Scale: 8.1-8.4	No. Direct Reports:	Up to 6
Employment Type:	Fixed Term – 2 years	FTE:	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.

Business unit	SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure that 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 sectors 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 wellbeing.
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Position Summary:	<p>The Manager, Community Partner Team will oversee the various levels of foundational support, sector assistance and capacity building of the Aboriginal Community Controlled sector community-led and culturally safe projects.</p> <p>The incumbent will be responsible for various programs that underpin the established partnership programs such as Connected Beginnings, CCCFR Expansion, Improving Multidisciplinary Responses and First Nations Playgroups Pilot.</p>
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Position Characteristics:	Scope:	<p>The Manager, Community Partner Team will report directly to the Project Director Connected Beginnings & CCCFR and manage a team of Senior Project and Project Officers.</p> <p>This position will provide high-level leadership to support the Project Director, overseeing elements of a number of community-led and culturally safe programs.</p>
	Significant internal/ external relationships:	<ul style="list-style-type: none"> • The broader SNAICC programs teams – Early Years Support, Connected Beginnings / CCCFR Expansion • Members of other SNAICC teams – Communications and Events, Policy & Research and Operations. • Federal Government Departments – Health & Ageing, Social Services, Education, National Indigenous Agency and jurisdictional departments. • Other jurisdictional Aboriginal peaks – NACCHO, AbSec, QATSCIPP • Aboriginal and/or Torres Strait Islander communities
	Special Conditions:	<p>Aboriginal and Torres Strait Islander people are encouraged to apply</p> <p>This position requires frequent national travel.</p>
	Delegations:	In accordance with SNAICC’s Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<p>Operational Objectives</p> <p>Oversee National expansion projects as dictated by the contract terms with stakeholders and funders, by working jointly with SNAICC.</p> <ul style="list-style-type: none"> • Provide Leadership to the Community Partner Team (Senior Project and Project Officers). • Build and maintain relationships with key stakeholders particularly at regional state-wide and National level. • Provide feedback and guidance on reports, articles, stories, newsletter and conference presentations on the work of the Programs that sit within the position’s remit. • Manage the ongoing development and execution of detailed reporting for community profiles and consultation, executive reports and monthly progress reports. • Oversee support provided to ACCO’s through consultation, capacity building and delivery of services. 	<p>2. Community and Interagency Relations</p> <p>2.2.1 Networks and stakeholders</p> <p>2.3.2 Community</p> <p>2.3.3 Partnerships and collaboration</p> <p>2.3.4 Knowledge of community</p> <p>2.3.5 Social Justice</p> <p>3. Communication & Relationship Skills</p> <p>3.3.2 Written communication</p> <p>3.3.3 Verbal Communication</p> <p>3.3.5 Interpersonal skills</p> <p>6. Service Delivery</p> <p>6.3.1 Reflective Practice</p>

<ul style="list-style-type: none"> Assist with the establishment of internal project teams for multiple streams of work (site scoping, foundational support and ongoing support) Support the implementation of project plans for the effective development, implementation and review of projects. Ability to oversee and coordinate multiple streams of work and teams to support a shared goal. 	<p>6.3.2 Knowledge of sector issues 6.3.4 Diversity</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development 8.3.2 Program management 8.3.3 Contract management 8.3.4 Achieving results</p>
<p>Leadership and Team management</p> <ul style="list-style-type: none"> Establish, implement, and oversee teamwork plans, and project plans for the effective development, implementation and review of team priorities and projects. Communicate effectively with team members and lead the creation of a positive team culture. Lead and develop staff skills set, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement. Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct. 	<p>1. Organisational Awareness & Professionalism</p> <p>1.3.1 Organisational Awareness 1.4.2 Time Management 1.4.3 Ethics 1.3.4 Taking responsibility 1.3.5 Problem solving</p> <p>4. Leadership & Teamwork</p> <p>4.3.1 United vision 4.3.3 Team Dynamics 4.3.4 Conflict management 4.3.5 Diversity/different styles</p>
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> 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. Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. Identify and seek appropriate resources to support staff health and wellbeing. 	<p>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.1 Strategy 9.3.3 Risk Management 9.4.1 Health Safety Wellbeing</p>
<p>Quality and Compliance</p> <ul style="list-style-type: none"> Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. Actively participate in internal and external audits with responsibility for compliance Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses. 	<p>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.2 Quality</p>

Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Assist in the evaluation of projects, activities, and functions of SNAICC. Arrange for the distribution and promotion of resources and publications where applicable. 		1. Organisational Awareness and Professionalism 1.3.1 Organisational Awareness 1.3.5 Problem solving		
Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> 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. Demonstrated management skills with ability to coach, mentor and provide ongoing professional development. Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people, including community leaders. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submission, research papers and briefings. Exceptional interpersonal and communication skills, including demonstrated ability to manage stakeholder relationships with diplomacy, sensitivity, confidentiality and tact as required. Demonstrated experience in project management, including planning execution and evaluation. Experience managing and ability to manage and oversee budgets and resources to optimise productivity, ensure compliance and contribute positively. 		
	Qualifications & Requirements	<ul style="list-style-type: none"> Qualifications or extensive professional experience in at least one of the following areas: Early Childhood Education, Child and Family Welfare, Community Services Management or a relevant field. Employee Working With Children Check (WWCC) Current Police Check (no older than three months) Current Drivers Licence 		
	Values	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.		

Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture
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	<ul style="list-style-type: none"> • Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position.</p> <p>Name: <i>(please print)</i></p> <p>Signature:</p> <p>Date:</p>