



Secretariat National Aboriginal and Islander Child Care

Position Description

Job Title : **SNAICC Organisational Services Coordinator (.6)**

Reporting to : **SNAICC CEO**

Terms and Conditions:

- Salary Range between \$65,000 to \$70,000 (pro-rata) depending on experience plus 9% superannuation
- This position is offered as a 0.6 EFT position (three days per week)
- SNAICC also offers Salary Packaging (\$16,050 tax free salary component & meals entertainment card, subject to Government regulations)
- Other terms and conditions are in line with the Modern award and SNAICC internal policies.

SNAICC encourages Aboriginal and Torres Strait Islander people to apply. SNAICC provides access to formal training and professional development.

OVERVIEW OF ROLE

To manage the internal organisational areas including: administration, human resources & the student and intern program. This work is intended to strengthen SNAICC as a national peak body representing the interests of Aboriginal and Torres Strait Islander families in the early Childhood and Child and Family Welfare sectors.

POSITION OBJECTIVES

- 1) Internal management of the operational functions of SNAICC. This would include management of human resources, administration staff, internal governance policies & procedures, OH&S and general presentation of the office.
- 2) To maintain systems for good governance, including as necessary to retain DGR status.
- 3) To maintain workplace student placements, interns, volunteers and traineeships and manage these placements.
- 4) Enhance SNAICC's system of staff supervision and management, professional development and training.

ANNUAL WORKPLAN

The Organisational Services Co-ordinator will develop an agreed work plan to outline the key priorities and tasks for each year. The work plan will be consistent with the duty statement below.

MAJOR DUTIES

Administration & Human Resources:

1. Administration & management to ensure the smooth running of the office
2. Provide direct Support and Supervision to administrative staff
3. Administer performance management systems, safety (OH&S) and support staff through wellbeing programs
4. In conjunction with relevant Managers, oversee and participate (as needed) in the recruitment processes for new staff
5. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and employee benefits
6. Perform human resource duties as needed, including dealing with understaffing, managing disputes, administering disciplinary procedures and referring more complex matters to relevant managers.
7. Advise Managers & staff on organisational policy matters such as equal employment opportunity, Cultural Safety and sexual harassment, and recommend changes as needed
8. Support work placements for tertiary students studying in fields relevant to SNAICC's core business and the traineeship position/s within the SNAICC staff team.
9. Support SNAICC Managers with a staff supervision role by assisting them to assess and respond to the professional development and staff training needs of the SNAICC staff within their teams – including reminders re employment anniversary dates and birthdays
10. Facilitate staff learning, promote informal learning across the staff team and coordinate staff training and team development activities

Governance:

1. To review & update when required SNAICC's existing operational policies, practices and procedures and develop new policies as required.
2. Ensure that all staff, students, interns, volunteers and the National Executive have current Working With Children's checks and police checks.
3. To support and actively engage with SNAICC's Cultural Safety policies to enhance the functioning the office environment in conjunction with the relevant Managers
4. Further develop SNAICC's quality assurance and risk assessment frameworks paying particular attention to SNAICC's responsibility to work appropriately with Aboriginal and Torres Strait Islander organisations when conducting research, documenting case studies or utilising local Aboriginal or Torres Strait Islander cultural material.
5. Compile and present reports to the CEO with recommendations as to changes to be made to achieve improved organisational management and staff support including risk assessment, quality assurance and staff supervision issues.
6. To enforce systems that will protect and comply with SNAICC maintaining our Deductible Gift Recipient (DGR) status
7. To administer the Gift Fund Register – listing all applications and outcomes and ensure letters of thanks, project reports and other relevant material is sent to all donors.

Common duties shared with other SNAICC staff:

1. Contribute to SNAICC internal planning processes including staff meetings, staff training and development activities and SNAICC policy development.
2. Contribute to the planning and engage as needed with all SNAICC events and activities including the SNAICC AGM, SNAICC conferences, SNAICC policy forums, SNAICC National

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ABN 42 513 562 148

Executive meetings, NAIDOC activities, National Aboriginal and Islander Children's Day and any fund raising or other events.

3. Other duties as directed by the CEO

SELECTION CRITERIA

1. Considerable work experience in working in an Aboriginal and/or Torres Strait Islander organisation or with Aboriginal and/or Torres Strait Islander people
2. Tertiary qualifications in social work, psychology or human resources desirable
3. Some years work experience in a similar role with a high level of responsibility and independence.

FURTHER INFORMATION

- **Applications are required by close of business, 5pm, Monday 21 Jan 2016.**
- Applications must respond to the broad requirements of the position and address the selection criteria, including with short examples of the applicant's experience specific to this position.

This includes:

- A brief cover letter outlining why you are applying for the position and will be good in it
- Resume with recent work experience and any relevant qualifications or studies
- Written response addressing each selection criteria
- Names and contact details for two or more referees

The successful applicant will be required to have a current Working with Children Check and a current police check.

APPLICATIONS

If the application is submitted on hardcopy format, please mark it "CONFIDENTIAL" and send it to;

Frank Hytten
SNAICC
PO Box 1445
Fitzroy North VIC 3068

Electronic copies to: Ms Ashley Tennyson. Email: ashley.tennyson@snaicc.org.au

For general information visit the SNAICC website. For specific questions, please ring Frank Hytten, CEO, on 03 9489 8099. A short list of applicants will be interviewed. All applicants will be notified of the progress or outcome of their application within 4 weeks of the due date.

Applications must be received not later than close of business (5pm) Monday 21st Jan 2016.