



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Suite 8, First Floor,
 252-260 St Georges Road
 North Fitzroy VIC 3068

Position Description

Job Title:	SNAICC Acting Deputy Chief Executive Officer
Reporting To:	SNAICC Chief Executive Officer
Contract period	12 months maternity leave position
Terms and Conditions:	<ul style="list-style-type: none"> • Full time, fixed term position • Salary Range between \$100,000 to \$110,000 depending on experience plus 9.5 % superannuation • SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals entertainment / accommodation and venue hire subject to Government regulations) • All SNAICC positions are subject to funding • Other terms and conditions are in line with the Modern Award and SNAICC's policies

Overview of role

- To strengthen and promote SNAICC's role as a national voice for Aboriginal & Torres Strait Islander children and families.
- To secure the long-term future of SNAICC by continuing to build its capacity, reputation, relevance, project reach, income streams, partnerships and projects.
- To lead the development and implementation of SNAICC's advocacy and leadership strategies.
- To enable SNAICC to develop and publish high-quality policy and research papers, submissions, resources and trainings across the child welfare and early childhood development fields.
- To provide high-level evidence-informed policy analysis of issues relating to SNAICC's objectives and the rights and needs of Aboriginal and Torres Strait Islander families and children.
- To support the effective management of SNAICC operations, its strategic plan and governance processes.
- To support the work of the CEO.

Organisational Context

Formally established in 1981, SNAICC: National Voice for our Children is the national non-government peak body in Australia that represents the interests of Aboriginal and Torres Strait Islander children and families.

SNAICC exists to provide a strong voice for and engage in activities that promote the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.

SNAICC's key roles on behalf of Aboriginal and Torres Strait Islander children and their families include the development of:

	<ul style="list-style-type: none"> • Policy, advocacy and representation • Resources, communications and publications • Training and sector development
Operational Background	<ul style="list-style-type: none"> • The SNAICC Acting Deputy CEO is a full-time, 12-month position located in SNAICC's office in North Fitzroy, Melbourne, VIC. • As with all SNAICC staff, this position is 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 Acting Deputy CEO reports to the CEO. • The SNAICC Acting Deputy CEO will support and supervise staff, liaise with other organisations and the wider community (including Government and NGOs).
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 SNAICC staff are expected to take a collaborative approach to assist with performing major tasks. • Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. The Acting Deputy CEO is expected to contribute to this team development.
Key Duties	<p>Strategic planning, operational management and reporting</p> <ol style="list-style-type: none"> 1. Develop and manage the implementation of the SNAICC 5-year Strategic Plan, and associated work plans and evaluations for all SNAICC teams. 2. Develop funding relationships and seek partnership funding for existing SNAICC activities and projects, and for the development of new projects consistent with the SNAICC strategic plan and priority areas. 3. Develop/oversee project plans, partnership agreements and funding contracts as may be required for the implementation of projects and activities. 4. Develop, monitor and manage expenditure of project budgets and provide input into operational budgets. 5. Develop, monitor and review each SNAICC unit's priorities and provide advice to the SNAICC Directors and SNAICC Chief Executive Officer on important changes and their long-term sustainability. 6. Oversee acquittal reports for funding bodies as outlined in funding agreements. 7. Oversee and manage the development and implementation of SNAICC's evaluation strategy. 8. Work closely with the SNAICC CEO to ensure smooth internal organisational operation. <p>Policy and advocacy</p> <ol style="list-style-type: none"> 1. Assist the SNAICC CEO implement the policy priorities of the Directors, including core involvement in the development of the SNAICC Strategic Plan, advocacy strategies, submissions, reports, policy briefs, media

	<p>releases and information sheets.</p> <ol style="list-style-type: none"> 2. To lead SNAICC’s involvement in the Family Matters campaign, guiding development and implementation of all strategies, activities, publications and engagement, and supporting the Co-Chairs in the fulfilment of their role. 3. To analyse and assess new and emerging policy, program and legislative initiatives from governments and other bodies for their impact upon Aboriginal and Torres Strait Islander children and families. 4. To guide, oversee and finalise the development of SNAICC policy papers, briefings, submissions, presentations and position papers to support the SNAICC chairperson, CEO and Directors to fulfil their role of representing SNAICC in forums such as conferences, meetings with government officials and parliamentarians, parliamentary inquiries and community-based forums. 5. Where time permits, to research, write and prepare policy papers, reports and submissions for publication and use by SNAICC on a broad range of issues relating to the rights and needs of Aboriginal and Torres Strait Islander children. 6. To assist the CEO and Directors in meetings with key stakeholders, including Members of Parliament, in particular preparing briefs, overseeing meeting organisation, participating in meetings, following up meeting outcomes and maintaining relationships. <p>Communications</p> <ol style="list-style-type: none"> 1. Promote the SNAICC policy, resources, training and communications units to external stakeholders – including other non-government organisations, philanthropic bodies and federal, state and territory government departments – to broaden support for them and identify opportunities to extend their operation and funding base. 2. Participate on various external committees. 3. Oversee development and implementation of a high-quality communication strategy, including traditional and social media. 4. Support, inform and finalise all media release issues by SNAICC. 5. Oversee and support the National Aboriginal and Torres Strait Islander Children’s Day strategy and its implementation. 6. Write reports, articles, stories, newsletter items and conference presentations on SNAICC work for broad circulation, publication on the SNAICC website, in the SNAICC newsletter and in external publications. 7. Give presentations on SNAICC’s work at relevant meetings and conferences, state and territory forums, meetings with senior government officials and SNAICC internal meetings. <p>Team leadership, staff supervision and support</p> <ol style="list-style-type: none"> 1. Oversee and prioritise the work of the resource, training, policy, communications and administration staff teams to align with annual work plans and facilitate team meetings where necessary. 2. Manage, support and supervise staff, monitor individual staff work plans and oversee professional development and staff training activities. 3. Provide advice to the SNAICC Chief Executive Officer on the required staffing and operational systems to enable the relevant units to effectively
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| | carry out their functions.
4. Other duties as required. |
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KEY SELECTION CRITERIA

1. Significant experience in a management position, including:
 - a. staff management, support and supervision,
 - b. development of strategic and operational plans,
 - c. capacity to manage budgets and oversee financial reporting.
2. Demonstrated advocacy skills including ability to engage with and influence government.
3. Ability to establish effective partnerships with a broad range of stakeholders. Existing relationships with key political stakeholders will be highly regarded.
4. Demonstrated analytical skills and strategic leadership.
5. Excellent written and verbal communication skills and experience.
6. Experience and demonstrated capacity to work and liaise with Aboriginal and Torres Strait Islander people, organisations and communities.
7. Knowledge of the social and economic policy environment in Australia and its impact on Aboriginal and Torres Strait Islander children and families.
8. Understanding of governance and accountabilities relevant to a complex membership-based non-government organisation.
9. Relevant tertiary qualifications or equivalent knowledge and experience.

FURTHER INFORMATION

Applications are required by **5.00 pm EST on Wednesday 26 October 2016**.

Written applications should include:

- A covering letter setting out your suitability for the role and addressing the Key Selection Criteria
- A resume with your skills, experience and qualifications
- Names and contact details for two or more referees, including at least one from an Aboriginal or Torres Strait Islander agency or a person with detailed knowledge of your work

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have a current Blue card and National Police Check. Please mark applications "Acting Deputy Chief Executive Officer Application" in the email subject field and forward to susan.kay@snaicc.org.au

For general information about SNAICC, visit the SNAICC website. Please contact **Deputy Chief Executive Officer, Emma Sydenham on 03 9489 8099** for specific queries about the role. All other queries can be directed to susan.kay@snaicc.org.au