



SNAICC

National Voice for our Children

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(Aboriginal and Torres Strait Islander Corporation)

Level 7, 20 Otter Street, Collingwood, VIC 3066

Position Description: Chief Executive Officer

Position	SNAICC Chief Executive Officer
Contract	Full-time
Probation	Six-month probation period, with a review after the initial three months.
Terms and Conditions	<ul style="list-style-type: none"> • Negotiated salary in the range \$190,000 to \$230,000 per annum plus 9.5% superannuation. • SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire). • Five weeks annual leave. • Salary range will be indexed in line with national wage case/fair pay commission decisions. • Other terms and conditions are consistent with other SNAICC staff and are outlined in the SNAICC employment contract.
Liaison	The SNAICC Chief Executive Officer takes general direction from the Chairperson, between meetings of the Board of Directors, and is expected to liaise with the Chairperson on a regular basis. The role also involves regular liaison with other office bearers and Directors as is necessary.

Overview of role	<p>The SNAICC Chief Executive Officer (CEO) is the most senior employee within the organisation with leadership and stewardship responsibility, human resource management, relationship management of key stakeholders, financial oversight and responsibility for the development and implementation of strategic priorities, fundraising, business expertise to attract diversification of funding and personal skills to expand the organisation's influence with the community and government.</p> <p>The SNAICC CEO is responsible for driving a reform agenda over the next period with significant opportunity for legislative, policy and practice reform. S/he leads a strategy to increase the profile of issues impacting our children and facilitate changes needed to improve their outcomes. The CEO is responsible for ensuring SNAICC has an effective working relationship with the Federal/ State Government, Departments, Ministers and parliamentarians as necessary to achieve SNAICC's priorities.</p> <p>The CEO oversees the management of the secretariat and major projects and ensures the resources of the organisation are applied to the achievement of SNAICC's core objectives, strategy and annual priorities.</p>
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ABN 42 513 562 148



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	<p>The CEO is responsible for the effective performance of SNAICC staff and for ensuring that staff meet their obligations in relation to their work.</p> <p><i>This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic).</i></p>
<p>Organisational Context</p>	<p>Formally established in 1981, SNAICC – National Voice for our Children is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and well-being. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • Research and policy development, with high-level leadership, policy papers and sector representation • Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency • Resource development, communications and publications, and • Support for sector development, membership and networking.
<p>Operational Background</p>	<p>The SNAICC Chief Executive Officer is a permanent, full-time position. The nature of the position requires that the CEO is based in Melbourne or Canberra, wherein regular work days are scheduled in Melbourne to support effective operation of the SNAICC Melbourne office. The CEO must be available for regular interstate travel and, on occasions, after hours.</p> <p>This position is an executive management position negotiated by contract with the Board and provision is made in the salary and leave arrangements for the demands of the position.</p>
<p>Reporting Relationships</p>	<p>The Chief Executive Officer is ultimately responsible for all management and operational aspects of the organisation and is empowered to implement the SNAICC strategy within the policy framework set by the Board. In relation to supervision and support for the position, the CEO works closely with the Chairperson (and where necessary other members of the Board), and is ultimately accountable to the Board.</p>

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	<p>The CEO will work closely with the Board, ensuring that the Board is briefed on priorities, risks and emerging policy issues impacting on SNAICC's members. The Board in turn ensures that the Chief Executive Officer is supported in their responsibility to manage the organisation within the policy framework set by the Board, providing regular feedback and advice.</p>
<p>SNAICC Finance and Funding</p>	<p>The CEO is responsible for ensuring the security of funding of the organisation including ensuring the delivery of program and project outcomes and necessary reporting.</p> <p>The CEO will ensure the organisation operates with an excellent standard of financial management and accountability, including all legal and other requirements, and regular reporting to the Board.</p> <p>The CEO is the only direct employee of the SNAICC Board, with all other staff appointed by and accountable to the Chief Executive Officer in line with SNAICC's governance policies on employment.</p>
<p>Organisation Operations</p>	<p>The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks.</p> <p>SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</p> <p>Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.</p>

Key Selection Criteria

Knowledge, skills and experience

1. Aboriginal and/or Torres Strait Islander background, with a demonstrated understanding of Aboriginal and Torres Strait Islander culture and diversity within Aboriginal and Torres Strait Islander communities.
2. Excellent communication, media and public speaking skills and experience, with demonstrated advocacy skills including the ability to engage with and influence government.
3. Significant experience in a senior management position, including:
 - i. strategic leadership of an organisation and staff
 - ii. development of strategic, business and operational plans
 - iii. capacity to manage budgets and oversee financial reporting
4. Ability to build coalitions and strategic alliances, establish effective partnerships with a broad range of stakeholders, including a demonstrated capacity to work and liaise with federal and state ministers and high-level bureaucrats, and Aboriginal and Torres Strait Islander people, organisations and communities.

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5. Capacity to provide strategic direction, embody organisation values, promote and initiate change, encourage new learning, and develop a distinct organisational culture.
6. Demonstrated analytical skills with deep knowledge of the social and economic policy environment in Australia and its impact on Aboriginal and Torres Strait Islander children and families
7. Understanding of governance and accountabilities relevant to a complex membership-based non-government organisation with experience in working to and supporting a board of directors, council or executive committee
8. Relevant tertiary qualifications, knowledge and experience

Personal attributes sought

1. Commitment to social justice for Aboriginal and Torres Strait Islander people
2. Listens, understands and adapts to an audience and is able to communicate clearly and persuasively
3. Builds individual and organisational capability using dynamic and innovative leadership
4. Guides and leads with purpose and planning, and acts strategically and with sound judgement.
5. Outcomes oriented and capacity to deliver meaningful results while valuing culture, difference and diversity.
6. Demonstrate high levels of self-awareness, be capable of self-management, socially aware and able to manage a diverse range of relationships with an ability to inspire teams and motivate individuals.
7. Cultivates a positive organisational culture, ensuring a safe and healthy work place, and recognition of the collective contributions of staff to achieve the organisations purpose.

Requirements:

- Current National Police Check.
- Relevant 'Working with Children' Checks as appropriate (with minimum being Victorian check).

Further Information

Written applications must include:

1. A covering letter setting out your suitability for the role
2. A resume with your skills, experience and qualifications;
3. Written responses of how you meet each of the selection criteria, including short examples demonstrating your proficiency for each criteria
4. Contact details for two referees including at least one from an Aboriginal or Torres Strait Islander agency or a person with detailed knowledge of your work.

Applications are required by 6.00 p.m. AEST on Wednesday 23 January 2019.

All applicants will be notified of the progress or outcome of their application.

Please email applications and initial inquiries to: tanya.wells@snaicc.org.au

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For general information about SNAICC, visit the SNAICC website www.snaicc.org.au

For specific questions about the role please contact: Emma Sydenham, Acting CEO on 03 9419 1921 or 0415 188 990.

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