



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:	Senior Sector and Practice Development Officer (Identified)
Reporting To:	SNAICC Sector and Practice Development Manager
Contract Period	12 months, full-time, ongoing subject to funding and performance
Terms and Conditions:	<ul style="list-style-type: none"> • Full-time position based at the SNAICC office, Collingwood, Melbourne • Salary range \$76,000 – \$84,390, plus 9.5% superannuation • SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire) • All SNAICC positions are subject to funding

Overview of Role	
<ul style="list-style-type: none"> • To deliver high-quality training to Aboriginal and Torres Strait Islander community and non-Indigenous services across Australia in metropolitan, rural and remote settings, with a focus on early childhood development. • To design and develop new and existing sector and practice development programs and resources for staff in early childhood services, and where necessary child and family support services within clear timelines and budget constraints. • To engage and consult with Aboriginal and Torres Strait Islander staff and community and non-Indigenous services, and other SNAICC teams. <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>	

Organisational Context	<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 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,
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	<p>policy papers and sector representation;</p> <ul style="list-style-type: none"> • 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 and networking.
Operational Background	<ul style="list-style-type: none"> • The Senior Sector and Practice Development Officer is a full-time position based at SNAICC's office in Collingwood, Melbourne. • All positions at SNAICC are 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 Senior Sector and Practice Development Officer is supported by and reports to the SNAICC Sector and Practice Development Manager. • The Senior Sector and Practice Development Officer works closely with SNAICC sector development staff as well as consultants, interns, students and volunteers attached to the team.
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 staff are expected to take a collaborative approach to assist with performing major tasks. • SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed. • 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.
Key Duties	<ol style="list-style-type: none"> 1. Design, develop, deliver and evaluate sector and practice development programmes, in particular in the early childhood space, including: <ol style="list-style-type: none"> a. Supporting transition to school: Journey to Big School b. Resources for Child Development 0-5 years: Deadly Futures c. Early Years Cultural Competence: A Place for Culture? 2. Support other SNAICC trainings in child and family welfare and support, including: <ol style="list-style-type: none"> a. Family violence train-the-trainer: Through Young Black Eyes; b. Family violence modules including working with women, children, men and the whole of community; c. Recognising and responding to trauma; d. Intensive family support: Stronger Safer Together; e. Supporting kinship carers: Tracks to Healing; f. Cultural awareness and safety training: Working and Walking Together; and g. Opening Doors to Genuine Partnerships.

	<ol style="list-style-type: none"> 3. Analyse policy, legislative and funding changes to identify the associated practice risks and implications, and inform the design of programs that will improve practice and reduce risk. 4. Develop new sector development packages and materials: contribute to the consultation, research, development and subsequent delivery of new sector development packages, including integrating new content and national competencies with existing packages to create flexible training that is responsive to community needs. 5. Develop and implement evaluation frameworks to accompany sector and practice development programs, including collection of data and preparation of evaluation reports. 6. Undertake other sector development activities, including liaison with community, partners and stakeholders as required. 7. Undertake professional development to expand skills and understanding of program areas and training facilitation. 8. Promote SNAICC's sector development programs and resources through presentations, conferences, workshops, information stalls etc. 9. Work as part of the SNAICC staff to identify emerging sector and practice development ideas, policy issues and partnerships, and develop proposals for new projects. <p>Common duties shared with other SNAICC staff</p> <ol style="list-style-type: none"> 10. Contribute to SNAICC's internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC's priorities and functions. 11. Assist in the evaluation of projects, activities and functions of SNAICC. 12. Arrange for the distribution and promotion of training materials where applicable. 13. Write reports, stories and articles and provide information for the SNAICC website, newsletter, conference and other SNAICC publications as required.
<p>KEY SELECTION CRITERIA</p> <ol style="list-style-type: none"> 1. Broad knowledge and a solid understanding of 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. 2. Demonstrated experience and ability to design, develop and deliver sector and practice development programs with both Aboriginal and Torres Strait Islander people and organisations and non-Indigenous workers. 3. Demonstrated ability to analyse policy and legislative changes, determine the associated practice risks and implications, and design projects that will improve practice and reduce risk. 4. Strong knowledge and understanding of early childhood education, development and 	

wellbeing.

5. Experience in the development of sector and practice development resources in a range of formats for use in the early childhood sector.
6. Excellent written and verbal communication skills.
7. Experience in working with Aboriginal and Torres Strait Islander communities.
8. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, manage competing demands and seek and offer support, as appropriate.
9. Early childhood education or other relevant tertiary qualifications and experience.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by 6pm AEST on Monday 25 February 2019.

Applications must include:

- A brief cover letter outlining why you are applying for the position;
- Written responses to how you meet each of the Key Selection Criteria;
- A resume with your skills, experience and qualifications, relevant to the role; and
- Names and contact details for two or more recent referees.

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications to: tanya.wells@snaicc.org.au

For general information about SNAICC, visit the SNAICC website.

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