



**SNAICC**

National Voice for our Children

## Position Description

<b>Job title:</b>	<b>SNAICC Corporate Services Officer</b>
<b>Reporting to:</b>	SNAICC Corporate Services Manager
<b>Contract period</b>	12 months, full-time, ongoing subject to funding
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full time position based at the SNAICC office, Collingwood, Melbourne</li> <li>• Salary \$63,000 to \$72,400 plus 9.5% superannuation</li> <li>• SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire)</li> <li>• All SNAICC positions are subject to funding</li> </ul>

### Overview of role

This role is critical to the internal operation of SNAICC and meeting its strategic objective of a strong national peak body. Key areas of the role are:

- 1) Executive assistance to the CEO
- 2) Executive support to the SNAICC Board and Council
- 3) Administrative and human resources support for smooth operation of the SNAICC office
- 4) Attracting and maintaining workplace student placements, interns, volunteers and traineeships and providing administrative oversight of these placements.

**Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.**

### Organisational Context

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 wellbeing. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.

SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the child safety, development and wellbeing sectors.

SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:

- 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

	<ul style="list-style-type: none"> <li>• resource development, communications and publications, and</li> <li>• support for sector development and networking.</li> </ul>
<b>Operational Background</b>	<ul style="list-style-type: none"> <li>• The SNAICC Corporate Services Officer is a full-time position based at SNAICC's office, Collingwood, Melbourne.</li> <li>• All positions at SNAICC are subject to ongoing funding.</li> <li>• All SNAICC staff are subject to an initial six-month probationary period.</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• The SNAICC Corporate Services Officer is supported by and reports to the SNAICC Corporate Services Manager.</li> <li>• The SNAICC Corporate Services Officer also works closely with SNAICC CEO.</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>• SNAICC is primarily government-funded.</li> <li>• SNAICC also receives income from non-government philanthropic and partner organisations for different projects.</li> </ul>
<b>Organisation Operations</b>	<ul style="list-style-type: none"> <li>• The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks.</li> <li>• SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</li> <li>• 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.</li> </ul>
<b>Key Duties</b>	<p><b>Executive assistance</b></p> <ul style="list-style-type: none"> <li>• Support diary management of the CEO.</li> <li>• Coordinate flights and accommodation for CEO, Board and Council travel.</li> <li>• Assist in organisation of venue and catering for events.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Lead office administration and office maintenance to ensure the smooth running of the SNAICC office.</li> <li>• Provide basic IT advice to staff, assist in set up of new staff emails and liaise with IT consultants on SNAICC IT needs.</li> <li>• Identify, secure and coordinate work placements for tertiary students studying in fields relevant to SNAICC's core business and any traineeship position/s within the SNAICC staff team.</li> <li>• Update and maintain SNAICC administrative procedures and ensure all staff understand and use them.</li> <li>• Support development and maintenance of SNAICC human resource processes and materials.</li> <li>• Maintain SNAICC governance spreadsheets on Working With Children checks, police checks, staff reviews and other relevant policies.</li> <li>• Manage the promotion, sales and delivery of SNAICC resources.</li> <li>• Support the implementation of National Aboriginal and Torres Strait Islander Children's Day.</li> <li>• Identify and respond to Office Health and Safety (OH&amp;S) issues and ensuring SNAICC is meeting OH&amp;S requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate staff training, wellbeing and team development activities.</li> </ul> <p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC priorities and functions.</li> <li>• Assist in the evaluation of projects, activities and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of training materials where applicable.</li> <li>• Write reports and articles, and provide information, for the SNAICC website, e-newsletters and other SNAICC publications as required.</li> </ul>
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### **KEY SELECTION CRITERIA**

1. Demonstrated ability to coordinate administrative tasks to a high level of quality.
2. Experience working with senior staff managing meeting and travel schedules and responding to requests on demand.
3. An understanding of staff processes and human resources including policies and procedures.
4. Demonstrated understanding of finance and Microsoft Office programs such as Excel and Xero.
5. High quality organisational skills, including experience supporting events such as conferences, forums and campaigns.
6. Broad knowledge and a deep 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.
7. Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.
8. Excellent interpersonal and verbal communication skills as well as excellent written skills.

### **FURTHER INFORMATION AND CLOSING DATE**

Applications are required by 6pm AEST on Friday 7 June 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
- 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: [tony.meggs@snaicc.org.au](mailto:tony.meggs@snaicc.org.au)

For general information about SNAICC, visit the SNAICC website [www.snaicc.org.au](http://www.snaicc.org.au)

For specific questions about the role please contact: Tony Meggs, Corporate Services Manager, on 03 9419 1921.