



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Melbourne Polytechnic
 Level 7, 20 Otter Street
 Collingwood VIC 3066

Position Description

Job Title:	SNAICC Sector Development Manager
Reporting To:	SNAICC CEO
Terms and Conditions:	<ul style="list-style-type: none"> • Full-time position based at the SNAICC office, Collingwood, Melbourne • Salary range \$105,000-\$120,000 per annum 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) • As with all SNAICC staff, the position is subject to funding

Overview of role	
<p>The SNAICC Sector Development Manager will coordinate the delivery and development of SNAICC sector and practice development programs for organisations and staff in early childhood and child and family welfare services across Australia.</p> <p>The Sector Development Manager will be responsible for the delivery and management of projects to a high standard within timelines and budgets. The manager will provide leadership and management to grow and optimise the operations of the SNAICC Sector Development unit.</p> <p style="text-align: center;">Available to Aboriginal and/or Torres Strait Islander applicants only.</p> <p>This position is exempt under the special measures provision of s.12 of the Equal Opportunity Act 2010 (Vic).</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 early years, child safety, development and wellbeing 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 • support for sector development, membership and networking.
Reporting Relationships	<ul style="list-style-type: none"> • The SNAICC Sector Development Manager reports to the CEO. • The SNAICC Sector Development Manager will support and supervise the

	Sector Development team, and at times interns, students or volunteers.
SNAICC Funding	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	<p>Major Duties</p> <ol style="list-style-type: none"> 1. Provide leadership in the analysis of policy, legislative and funding changes to identify associated risks and implications, and inform the design of programs that will improve practice and reduce risk. 2. Provide leadership in the design, delivery, management and evaluation of sector development projects across the entire project cycle. 3. Manage budgets and resources to optimise productivity, ensure compliance with contracted deliverables and contribute positively to the on-going sustainability of SNAICC. 4. Lead and coordinate the development of appropriate Sector Development responses, including the development of proposals, projects or training programs through engagement with senior leadership of external organisations. 5. Manage and lead the SNAICC Sector Development unit to optimise performance, maintaining a positive culture and a consistent style and quality of work. 6. Seek partnership funding for the development of new projects. 7. Write reports, articles, stories, newsletter items and presentations on the work of the Sector Development team for broad circulation, including the SNAICC website, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials. 8. Manage and support the work of the SNAICC Sector Development Sub Committee to provide advice on the cultural relevance and content of resource materials, publications and projects. 9. Prepare and submit acquittal reports for funding bodies as required. <p>Quality assurance and evaluation</p> <ol style="list-style-type: none"> 1. Develop and refine quality assurance processes to ensure the cultural relevance, quality, usefulness and suitability of all training and resource products for use by diverse services. <p>Common duties shared with other SNAICC staff</p> <ol style="list-style-type: none"> 1. Contribute to SNAICC internal planning processes including staff meetings, staff training and development activities and SNAICC policy development. 2. Contribute to the planning of major SNAICC events and activities including the SNAICC AGM, SNAICC conferences, SNAICC policy and practice forums, SNAICC Board and Council meetings, NAIDOC activities and National Aboriginal and Islander Children's Day 3. Other duties as directed by the CEO

KEY SELECTION CRITERIA

1. 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.
2. Demonstrated ability to design, deliver, manage and evaluate sector development projects.
3. Demonstrated experience and ability to manage budgets and resources to optimise productivity, ensure compliance with contracted deliverables and contribute positively to the on-going sustainability of the organisation.
4. Demonstrated expertise, experience and qualifications in at least one of the following areas: early childhood development; child and family welfare; community services; business management; or public administration.
5. Demonstrated experience and ability to manage and provide leadership to a diverse team spread over multiple locations to build and maintain a positive culture and a consistent style and quality of work.
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. Excellent interpersonal and verbal communication skills as well as excellent written skills.
8. Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.

FURTHER INFORMATION AND CLOSING DATE

The deadline for applications has been extended, applicants who have already applied will be considered.

Applications are required by **6pm AEST on Monday 09 September 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

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

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