



SNAICC

National Voice for our Children

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 Aboriginal and Torres Strait Islander Corporation
 Level 7, Melbourne Polytechnic
 20 Otter Street
 Collingwood Vic 3066

Position Description

Job Title:	Director, NSW Aboriginal and Torres Strait Islander Early Years Support Entity
Reporting To:	<ul style="list-style-type: none"> The Director will report to the CEO of SNAICC in the initial stage of establishing the new entity. It is envisaged that as the new entity is established, reporting will transition to the Board of the new entity and the relationship with SNAICC will be defined by an auspice agreement. The Director will also liaise as necessary with others including members of the SNAICC Board and Council, SNAICC staff, and NSW Aboriginal early years services.
Terms and Conditions:	<ul style="list-style-type: none"> Full-time position based in NSW, location flexible Salary range \$150,000 – \$165,000 per annum with salary packaging Three-year contract with potential to extend, subject to ongoing project funding.

Overview of role
<ul style="list-style-type: none"> The Director will provide exceptional leadership, innovation and strategic management to ensure the creation and ongoing sustainability of a NSW statewide support service for Aboriginal and Torres Strait Islander early years services in partnership with service leaders and project partners. The community-controlled support / backbone service model assists the development of Aboriginal and Torres Strait Islander early years services in key areas including: workforce development; program and policy support; advocacy support; and networking and service integration. The service will be auspiced by SNAICC – National Voice for our Children, with its own Advisory Board providing strategic decision-making, comprised of NSW Aboriginal and Torres Strait Islander early years service leaders. Social Ventures Australia is a key project implementation partner, supporting design and set up. The goal of the Director role is to support a thriving Aboriginal and Torres Strait Islander community-controlled early years sector in NSW, contributing to increased service access and culturally strong supports for children’s early learning and development. Building from the model co-designed by NSW Aboriginal and Torres Strait Islander early learning services, the Director will lead all aspects of project management for the establishment of the support service and its evaluation, and once established lead service operation and management. The Director will work closely with NSW Aboriginal and Torres Strait Islander early years services to ensure provision of effective supports to redress their agreed priority needs. The Director will employ and manage staff, creating a positive, culturally safe, high performing working environment and professional development opportunities for staff. The role will be suitable for an experienced and entrepreneurial leader, with skills in areas including stakeholder management, sector reform, advocacy and organisational management. The Director will have a solid understanding of and experience in supporting principles and practice relating to Aboriginal and Torres Strait Islander community control and self management in community services.

- Specific knowledge and expertise related to Aboriginal and Torres Strait Islander early childhood development is highly desirable.
- *Note:* travel to NSW Aboriginal early learning service sites is required as part of the role.

This position is identified for Aboriginal people and exemption is claimed under Section 14(d) of the Anti-Discrimination Act 1977.

<p>Organisational Context</p>	<p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> 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 • support for sector development, membership and networking.
<p>Reporting Relationships</p>	<ul style="list-style-type: none"> • The Director will report to the Chair of the NSW Aboriginal Early Years Support Entity and work collaboratively with the Advisory Board. • The Director will also liaise as necessary with others including members of the SNAICC Board, Council, CEO and staff, NSW Aboriginal early years services.
<p>SNAICC Funding</p>	<ul style="list-style-type: none"> • SNAICC is primarily government-funded. • Funding is also obtained from other sources through project submissions, philanthropic contributions and applications to non-government organisations. • As with all SNAICC staff, this position is subject to ongoing funding.
<p>Travel</p>	<ul style="list-style-type: none"> • The NSW Aboriginal Early Years Support Entity office will be co-located with a NSW Aboriginal peak body or Aboriginal and Torres Strait Islander early learning service, yet to be determined. Location can be flexible. • Travel is required to understand the needs of and support NSW Aboriginal and Torres Strait Islander early learning services, as well as to engage with decision-makers at a state and federal level.
<p>Key Duties</p>	<p>Executive leadership and management</p> <ul style="list-style-type: none"> • Establish innovative statewide NSW support service that will support the quality, growth and development of NSW Aboriginal and Torres Strait Islander community-controlled early years services. • Lead all aspects of service establishment, development, management and evaluation.

- Develop the structures, processes and procedures for effective and efficient operation of the service.
- Employ staff, establish and maintain positive, culturally safe and high performing work culture, and oversee daily operations of service.
- Align and build capability of team to ensure high quality delivery of service strategy in a cohesive, consistent and effective manner.
- Advocate for the priority needs and interests of NSW Aboriginal early years services.
- Collaborate with SNAICC staff on SNAICC's national approach to support and advocacy for the community-controlled early years sector.

Creation of strategic partnerships

- Establish and maintain strong and ongoing relationships with key partners and stakeholders. This includes in particular the participating NSW Aboriginal early years service leaders to ensure that all service activities reflect and support the strengths of Aboriginal and Torres Strait Islander leadership and control in service delivery, and redress participating service priorities.
- Identify and lead engagement with relevant partners in early education, education, family support, health and other relevant sectors.

Entrepreneurial, business and fundraising skills

- Drive innovation, including over time expansion to other models of Aboriginal early years services and the development of new Aboriginal early learning services.
- Design and implement a business plan and fundraising strategies to generate sustainable income for the ongoing operation of the service.
- Periodically review and improve processes to achieve service objectives.
- Manage timelines, resources, budgets and the quality and effective completion of all deliverables.
- Manage relationships with project funders, including philanthropists and government funders and complete project reporting to funders.

Strategic advice, facilitation and problem solving

- Provide strategic advice to participating NSW Aboriginal early learning services, and support problem solving and development of solutions.
- Other duties as required

KEY SELECTION CRITERIA

This is a critical leadership role, responsible for the creation, development, management and financial sustainability of a statewide NSW Aboriginal and Torres Strait Islander early learning support service.

We are looking for an enthusiastic and accomplished Aboriginal or Torres Strait Islander entrepreneur, with business development and leadership experience, who can support a thriving NSW Aboriginal and Torres Strait Islander early learning sector that enables children and families to thrive.

Your values, vision and approach are just as important as the skills and experience that you bring to the role.

1. Aboriginal and Torres Strait Islander background with 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. Strong leadership skills and significant experience in a senior management position, including:
 - strategic leadership of an organisation and staff
 - development of strategic, business and operational plans
 - evidence of fundraising skills and experience and understanding of financial sustainability and financial management.
3. Demonstrated experience in the successful establishment of an innovation, organisation or business.
4. Knowledge of workplace obligations and experience in leading and cultivating workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace.
5. Demonstrated capacity to establish and maintain effective collaborative professional relationship and partnerships with a broad range of stakeholders across non-government, government, philanthropic, and Aboriginal and Torres Strait Islander community.
6. Demonstrated advocacy skills, including the ability to engage with and influence government.
7. Outcomes oriented and capacity to deliver meaningful results while valuing culture, difference and diversity.
8. Working knowledge of early childhood education and care (ECEC) policies and the service operational context in Australia, or the capacity to develop this quickly.
9. Relevant tertiary qualifications and experience in education, health, management, business or a relevant field.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by **9am AEST on Monday 15 February 2021**.

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**, including short examples demonstrating your proficiency for each criteria
- a **resume** with your skills, experience and qualifications, relevant to the Director, NSW Aboriginal and Torres Strait Islander Early Years Support Entity
- 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 recruitment@snaicc.org.au

For general information about SNAICC, visit the [SNAICC website](#).

For specific questions about the role please contact:

Sue-Anne Hunter, Acting CEO and Sector Development Manager, SNAICC on 0404 435 336