



**SNAICC**  
National Voice for our Children

SNAICC-National Voice for our Children

Aboriginal and Torres Strait Islander Corporation- Early Years Support Entity

### Position Description

<b>Position Title:</b>	Administrative Officer / Executive Assistant	<b>Business Unit:</b>	THRYVE Victoria
<b>Classification:</b>	<b>(SCHADS Award) Level: 2</b>	<b>Reports to:</b>	Director - THRYVE Victoria
<b>SNAICC above award salary:</b>	AO2 2.1 - 2.4 - \$66,650 - \$69,694	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term until December 2024</b>	<b>FTE:</b>	1.0

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC’s vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well- being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

<b>Business unit</b>	THRYVE Victoria is part of a new initiative within SNAICC – National Voice for our Children, that aims to represent, build and grow the community-controlled early childhood education and care (ECEC) sector across the country. The 3 THRYVE pilot sites (THRYVE NSW, THRYVE WA and THRYVE Victoria) will act as a support-based service for the community-controlled ECEC sector, providing representation and leadership in areas such as: workforce development and training, service quality, networking and communities of practice, policy and system development.
<b>Position Summary:</b>	The Administrative Officer / Executive Assistant will ensure the smooth running of the THRYVE Victorian Office: you will provide executive and administrative support to the Director and a small and dynamic team of 4 in total. You will work closely with SNAICC HQ and assist establishing administrative processes to establish and support the new THRYVE Victoria office.

<b>Position Characteristics:</b>	<b>Scope:</b>	The THRYVE Victoria Director is located in Mildura. This position could be based in Mildura or Melbourne at SNAICC HQ. THRYVE Victoria will service and support the Victorian Aboriginal Early Child Care sector. We are seeking a highly motivated, energetic Administration Officer/ Executive Assistant to join our small and emerging team.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• Director of THRYVE Victoria, and other members of THRYVE Victoria team</li> <li>• SNAICC's membership</li> <li>• Members of other SNAICC teams: Sector Development; Strategic Engagement &amp; Communications; Policy &amp; Research; Corporate Services; THRYVE NSW and THRYVE WA teams.</li> <li>• Suppliers</li> </ul>
	<b>Special Conditions:</b>	<b>This is an Aboriginal and Torres Strait Islander identified position</b>
	<b>Delegations:</b>	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework.</b>
<p><b>Executive assistance</b></p> <ul style="list-style-type: none"> <li>• Support diary management of the THRYVE Victoria Director</li> <li>• Coordinate travel, including flights and accommodation for THRYVE Victoria team.</li> <li>• Lead office administration and office maintenance to ensure the smooth running of the THRYVE Victoria office.</li> <li>• Assist in organisation of venue and catering for events.</li> <li>• Provide general office reception &amp; be first point of call for stakeholders and visitors to the office</li> <li>• Provide secretariat and administrative support to the THRYVE Victoria Advisory Committee and other working groups as required.</li> <li>• Assist and support the Director on administrative tasks and reporting</li> <li>• Maintain stakeholder database and assist to establish and implement new filing systems</li> <li>• Find and enact solutions to administrative queries that support the team</li> <li>• Work collaboratively with SNAICC HQ and the other THRYVE pilots on shared projects</li> <li>• Work with the SNAICC Communications team to assist in the development of website material, resources and content and update various media platforms as required</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable</li> <li>• Contribute to SNAICC internal planning processes including staff meetings</li> </ul>	<p><b>1. Organisational Awareness &amp; Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time management 1.2.3 Ethics 1.2.5 Problem solving</p> <p><b>5. Resources, Assets &amp; Sustainability</b></p> <p>5.1.2 Financial Management 5.1.3 Procurement</p> <p><b>2. Community and Interagency Relations</b></p> <p>2.1.4 Community and Sector Knowledge 2.1.5 Social Justice</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.1.3 Written Communication 3.2.3 Verbal Communication</p> <p><b>6. Service Delivery</b></p> <p>6.1.3 Stakeholder Outcomes 6.1.4 Diversity</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.1.2 Quality 9.1.3. Risk Management</p> <p><b>5. Resources, Assets &amp; Sustainability</b></p> <p>5.1.4 Equipment and assets 5.1.5 Sustainability</p>

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ol style="list-style-type: none"> <li>1. Highly developed interpersonal and communication skills.</li> <li>2. Proficient in Office 365, including full suite of applications including word, excel, power point, outlook, teams, various social media platforms</li> <li>3. Demonstrated ability to provide administrative support to an executive group and/or manager, including good written skills</li> <li>4. Demonstrated ability to plan, work autonomously or within a team context and execute priorities to meet deadlines.</li> <li>5. Excellent time management skills</li> <li>6. Well-developed organisational skills</li> <li>7. Attention to detail</li> <li>8. Professional discretion</li> <li>9. Broad knowledge and understanding of human rights and 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</li> </ol>	
	<b>Qualifications</b>	Qualifications or extensive experience in office or business administration.	
<b>Values and Attributes</b>	<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Seeks to establish and maintain relationships with people at all levels; both internal to and external to the organisation</li> <li>• Forges useful partnerships with people across business areas, functions and organisations</li> <li>• Builds trust through consistent actions, values and communication</li> </ul>	
	<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Co-operates and collaborates with others to ensure team and organisational goals are met</li> <li>• Accommodates and works well with the different working styles of others</li> <li>• Encourages resolution of conflict among the team</li> </ul>	
	<b>Empathy and Cultural Awareness</b>	<ul style="list-style-type: none"> <li>• Respects diversity of cultural knowledge and experience of Aboriginal and Torres Strait Islanders</li> <li>• Collaborates and shares information</li> <li>• Communicates well with, relates to and able to see issues from the perspective of Aboriginal and Torres Strait Islander peoples and other people from a diverse range of cultures and backgrounds</li> <li>• Pays attention to words, expression and body language; recognises behaviours that create a culture of inclusion</li> </ul>	
	<b>Initiative and Accountability</b>	<ul style="list-style-type: none"> <li>• Proactive and self-starting</li> <li>• Exercises appropriate judgement</li> <li>• Takes responsibility for own actions</li> <li>• Enthusiastic and committed</li> <li>• Demonstrates capacity for sustained effort and hard work</li> </ul>	
	<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Positive approach to all challenges.</li> <li>• Adaptable</li> <li>• Accepts changed priorities without issue</li> <li>• Open to new ideas and ways of doing things</li> <li>• Recognises the merits of different options and acts accordingly</li> </ul>	

<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> <li>• Comply with SNAICC HSW policies and procedures to participate in the achievement of a safe working culture</li> <li>• Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>	
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.	
<b>Approvals:</b>	<b>CEO</b> Name: Date:	<b>Operations Manager</b> Name: Date:
<b>Acknowledgement of Incumbent</b>	I have read and understood the requirements of the position <b>Name: (please print)</b> <b>Signature:</b> <b>Date:</b>	