



**SNAICC**

National Voice for our Children

**SNAICC - National Voice for our Children**

Aboriginal and Torres Strait Islander Corporation

Level 27 Budd St, Collingwood VIC 3066

### Position Description

<b>Position Title:</b>	Senior Workforce Development Advisor (PM1)	<b>Business Unit:</b>	THRYVE Victoria
<b>Classification:</b>	<b>(SCHADS Award) Level: 7</b>	<b>Reports to:</b>	Director of THRYVE Victoria
<b>SNAICC above award salary:</b>	<b>SPO1 7.1 – 7.4:</b> \$110,889-\$115,954	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 2.5 years</b>	<b>FTE:</b>	1.0
<p>Established in 1981, <b>SNAICC – National Voice for our Children</b> 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.</p> <p>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.</p> <p>SNAICC plays a key role in the following areas:</p> <ul style="list-style-type: none"> <li>• <b>Community and sector voice:</b> 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;</li> <li>• <b>Research, policy and leadership:</b> 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;</li> <li>• <b>Sector development:</b> SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.</li> </ul>			
<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 position will facilitate and provide recruitment, training and development support, as well as inform policy and practice reform strategies to better support the Aboriginal and Torres Strait Islander early years workforce. This includes developing standardized policies and advice on recruitment and retention; and providing advice and facilitating opportunities for staff training and capacity development aligned with delivering improved outcomes identified by the service providers.		

<b>Position Characteristics:</b>	<b>Scope:</b>	<p>The Workforce Development Advisor will report to the Director THRYVE Victoria and work collaboratively with Victoria Aboriginal and Torres Strait Islander community-controlled early years sector in Victoria. The role is part of a small THRYVE Victoria team and will work collaboratively with THRYVE teams in other jurisdictions. The role does not have direct reports.</p> <p>This position will be co-located with a Victorian Aboriginal peak body or Aboriginal and Torres Strait Islander early learning service, yet to be determined. Location can be flexible.</p> <p>Travel within Victoria is required to understand the needs of and support Victorian Aboriginal and Torres Strait Islander early learning services.</p>
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC’s membership in Victoria</li> <li>• Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; Policy &amp; Research; THRYVE NSW &amp; WA.</li> <li>• Aboriginal &amp; Torres Strait Islander Early Years Services in Victoria</li> <li>• Relevant peak bodies</li> </ul>
	<b>Special Conditions:</b>	<b>Aboriginal and Torres Strait Islander people are encouraged to apply.</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</b>
<p><b>Strategy Development</b></p> <ul style="list-style-type: none"> <li>• Understand workforce development barriers impacting Victorian Aboriginal and Torres Strait Islander early years services</li> <li>• Develop THRYVE Victoria’s workforce development strategy to redress these barriers and strengthen capabilities, leading to implementation.</li> <li>• Continue to grow and evolve the strategy and program based on service needs.</li> </ul>	<p><b>1. Organisational Awareness and Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time Management 1.3.5 Problem solving</p> <p><b>2. Community and Interagency Relations</b></p> <p>2.3.1 Community 2.3.4 Knowledge of community 2.3.5 Social Justice</p>
<p><b>Workforce Recruitment, Retention, Management and Training Expertise</b></p> <ul style="list-style-type: none"> <li>• Provide recruitment assistance, including the promotion of vacant positions</li> <li>• Support development of standardised position descriptions, human resource management policies and procedures</li> <li>• Support development and implementation of human resource systems to manage compliance and staff records (e.g. First Aid training certification)</li> <li>• Identify culturally appropriate training and professional development opportunities, including identifying bespoke training needs</li> <li>• Facilitate and coordinate provision of appropriate and accredited training for staff</li> </ul>	<p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.2.2 Written communication 3.2.4 Public Speaking 3.3.5 Interpersonal skills</p> <p><b>8. Program &amp; Contract Management</b></p> <p>8.2.1 Program development 8.2.3 Contract Management 8.2.4 Achieving results</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.2.4 Health Safety and Wellbeing</p>

<p><b>Establishing Partnerships</b></p> <ul style="list-style-type: none"> <li>• Establish partnerships with training providers to coordinate and facilitate access to training (e.g. first aid, trauma informed care, Diploma)</li> <li>• Develop promotion and mentoring opportunities to support the development of a local talent pipeline</li> <li>• Develop strong positive relationships with Victoria Aboriginal and Torres Strait Islander early years services</li> </ul>	<p><b>2. Community and Interagency Relations</b></p> <p>3.2.2 Community</p> <p>2.3.3 Partnerships and collaboration</p>
<p><b>Facilitation, Problem Solving and Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Identify support required such as logistics support to improve access to training particularly for rural &amp; remote services</li> <li>• Coordinate regional and/or State conference(s) and other learning events to share practices, learnings and insights between the network of early years' service providers</li> <li>• Gather stories of best and emerging practice and support sharing of information to help build learnings, insights and practical applicability of improved practices</li> <li>• Facilitate regular opportunities for Aboriginal and Torres Strait Islander early years services to gather, connect and learn including face-to-face and on-line options.</li> <li>• Other duties as required.</li> </ul>	<p><b>4. Leadership and Teamwork</b></p> <p>4.2.1 United vision</p> <p>4.2.2 Strategic Focus</p> <p><b>6. Service Delivery</b></p> <p>6.3.1 Reflective Practice</p> <p>6.3.2 Knowledge of sector issues</p> <p>6.2.3 Stakeholder Outcomes</p> <p>6.2.4 Diversity</p>

<p><b>Selection Criteria</b></p>	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• 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. Aboriginal and Torres Strait Islander background preferred.</li> <li>• Significant experience in a human resource management role, including: <ul style="list-style-type: none"> <li>○ Development of human resource policy and procedures</li> <li>○ Development of training plans to support targeted skills enhancement</li> <li>○ Coordinating delivery of training.</li> </ul> </li> <li>• Demonstrated capacity to develop and implement sector and workforce development strategies focused on early childhood.</li> <li>• Sound knowledge of National Quality Framework for Early Childhood Education and Care and accredited training provider environment for early years services.</li> <li>• 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.</li> <li>• Outcomes oriented, ability to work independently and deliver meaningful results while valuing culture, difference and diversity.</li> <li>• Relevant tertiary qualifications and experience in business, human resource management, or a relevant field.</li> </ul>
	<p><b>Qualifications</b></p>	<p>Tertiary qualifications in human resources, early childhood development, education, or a relevant field.</p>
	<p><b>Values and Attributes</b></p>	<p><b>Relationship Building</b></p>

			<ul style="list-style-type: none"> <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>• 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>
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<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.
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<b>Approvals:</b>	<table border="1"> <tr> <td><b>CEO</b> Name: Date:</td> <td><b>Operations Manager</b> Name: Date:</td> </tr> </table>	<b>CEO</b> Name: Date:	<b>Operations Manager</b> Name: Date:
<b>CEO</b> Name: Date:	<b>Operations Manager</b> Name: Date:		

<b>Acknowledgement of Incumbent</b>	<p>I have read and understood the requirements of the position</p> <p><b>Name: (please print)</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>
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**FURTHER INFORMATION AND CLOSING DATE**

Applications are required by **COB Monday 26<sup>th</sup> September 2022.**

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 Senior Workforce Development Advisor 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 [recruitment@snaicc.org.au](mailto:recruitment@snaicc.org.au)

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

For specific questions about the role please contact:

**Simon Fewings – Director THRYVE VIC (SNAICC – National Voice for Our Children) on M 0437 970 010.**