



SNAICC

National Voice for our Children

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Aboriginal and Torres Strait Islander Corporation

THRYVE NSW division. North Wollongong NSW

Position Description

Position Title:	Administrative Officer / Executive Assistant	Business Unit:	THRYVE NSW
Classification:	(SCHADS Award) Level: 2	Reports to:	Director - THRYVE NSW
SNAICC above award salary:	AO2 2.1 - 2.4 - \$66,650 - \$69,694	No. Direct Reports:	N/A
Employment Type:	Fixed Term until December 2024	FTE:	1.0
<p>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.</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"> • <u>Community and sector voice</u>: 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; • <u>Research, policy and leadership</u>: 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; • <u>Sector development</u>: SNAICC works with and supports the sector to enhance the quality, access and sustainability of services. 			
Business unit	THRYVE NSW 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.		
Position Summary:	The Administrative Officer / Executive Assistant will ensure the smooth running of the THRYVE NSW 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. Coordinating executive travel across NSW for the team, liaise with travel agents and stakeholders to coordinate resource responses as required.		

Position Characteristics:	Scope:	The THRYVE NSW office is located in NorthWollongong, NSW. THRYVE NSW will service and support the NSW Aboriginal Early Child Care sector. We are seeking a highly motivated, energetic Administration Officer/ Executive Assistant to join our team.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Director of THRYVE NSW, and other members of THRYVE NSW team • SNAICC's membership • Members of other SNAICC teams: Sector Development; Strategic Engagement & Communications; Policy & Research; Corporate Services; THRYVE NSW and THRYVE WA teams. • Suppliers
	Special Conditions:	Aboriginal Torres Strait Islander people are encouraged to apply
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

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

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

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

Applications are open until suitable candidate is appointed.

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 Administrative Officer / Executive Assistant 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 recruitment@snaicc.org.au

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

For specific questions about the role please contact:

Jo Goulding – Director THRYVE NSW (SNAICC – National Voice for Our Children) on M 0431543089.

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