

### Position Description

<b>Position Title:</b>	Project Officer - Connected Beginnings & CCCFR Expansion (PO3)	<b>Business Unit:</b>	Sector Development
<b>Classification:</b>	<b>(SCHADS Award) Level: 5</b>	<b>Reports to:</b>	Director Sector Development
<b>SNAICC above award salary:</b>	<b>SNAICC Scale: PO3 5.1 - 5.4: \$94,165 - \$98,466</b>	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 12 months</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>	SNAICC's sector development unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations to ensure children have access to high-quality and sustainable services. The team also leads the development of various partnerships to build the capacity of mainstream non-government organisations to provide culturally safe and secure services. The team manages sector and membership engagement and delivers targeted training and support activities, tailored to the service profiles and operating context of organisations. Looking forward, the team will also seek to elevate the workforce challenges and opportunities faced by early learning services.
<b>Position Summary:</b>	The SNAICC Connected Beginnings & CCCFR Expansion Project Officer role will support SNAICC as it commences multiple streams of work with the Department of Education on the Connected Beginnings and Community Child Care Fund Restricted (CCCFR) Expansion project. The three streams of work include: <ul style="list-style-type: none"> <li>• New Connected Beginnings sites scoping and community readiness assessment</li> <li>• Foundational Support for 27 new Connected Beginnings sites, 20 new CCCFR Expansion sites and approximately 14-24 existing/established Connected Beginnings sites</li> <li>• Ongoing support for all sites.</li> </ul>

	The officer will work very closely on the ground with backbone organisations, community leaders, Health, and Education-funded organisations to support the Collective Impact/Place-Based approach to integrating early childhood services to meet the individual priorities of each community.
--	--

<b>Position Characteristics:</b>	<b>Scope:</b>	The SNAICC Connected Beginnings & CCCFR Expansion Project Officer reports to the SNAICC Connected Beginnings & CCCFR Expansion Project Manager. The Project Officer will be based in Melbourne and will be required to travel on occasion to Connected beginnings and CCCFR sites around the country.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC’s membership</li> <li>• Members of other SNAICC teams: Sector Development; THRYVE; Policy &amp; Research; Strategic Engagement &amp; Communications; Corporate Services</li> <li>• Department of Education</li> <li>• Key stakeholders at Connected Beginnings &amp; CCCFR sites</li> </ul>
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are encouraged to apply
	<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>
<ul style="list-style-type: none"> <li>• Provide on-ground support across the entire Connected Beginnings &amp; CCCFR Expansion project as dictated by the contract terms with Department of Education</li> <li>• Attend all project governance meetings and provide secretariat support as required</li> </ul> <p><b>Site scoping</b></p> <ul style="list-style-type: none"> <li>• Attend pre-scoping meetings with Commonwealth, State and Territory Government representatives and Aboriginal and Torres Strait Islander education and health peak bodies.</li> <li>• Support a participatory process with communities to plan what the program could look like and how community-based organisation(s) are best placed to support the program, including the development of a high-level Community Action Plan and learning plan.</li> <li>• Analyse and provide recommendations on potential community governance structures and the degree to which these structures support integrated/holistic service delivery.</li> <li>• Assist the invited backbone organisation to develop a grant proposal and budget for submission to the department.</li> </ul> <p><b>Foundational support</b></p> <ul style="list-style-type: none"> <li>• Use co-design approaches with community to undertake and complete planning, including recruitment of suitable staff.</li> <li>• Assist Connected Beginnings backbone organisations and CCCFR service providers to build the capacity of stakeholders to strengthen local governance and decision-making to achieve the integrating services consistent with the program’s objects.</li> <li>• Increase project teams’ and stakeholders’ understanding</li> </ul>	<p><b>1. Organisational Awareness &amp; Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time Management 1.2.5 Problem solving</p> <p><b>2. Community &amp; Interagency Relations</b></p> <p>2.2.1 Networks &amp; Stakeholders 2.2.5 Social Justice 2.2.4 Community and Sector Knowledge</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.2.2 Written Communication 3.2.3 Verbal Communication 3.2.5 Interpersonal skills</p> <p><b>7. Policy and Research</b></p> <p>7.1.2 Evidence based policy and program development 7.1.3 Research methods and design</p>

and implementation of collective impact and place-based approaches and processes.			
<b>Ongoing support for all sites</b> <ul style="list-style-type: none"> <li>Support a quarterly community of practice</li> <li>Develop resources and templates (foundational support plans, communications, visual aids, Collective Impact support, job descriptions, etc) for use by sites</li> <li>Support the annual National Forum</li> <li>Report to SNAICC Connected Beginnings &amp; CCCFR Expansion Project Manager about progress at the sites, including challenges and lessons learned.</li> <li>Support the evaluation of services: collection of data, analysis and interpretation of trends relating to service provision, identification of any lessons learned.</li> <li>Other duties as directed.</li> </ul>		<b>6. Service Delivery</b> 6.2.1 Reflective practice 6.2.2 Knowledge of sector 6.2.3 Stakeholder Outcomes  <b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.2.1 Strategy 9.2.2 Quality 9.1.3 Risk management 9.2.5 Legislation and compliance	
<b>Common duties shared with other SNAICC staff</b> <ul style="list-style-type: none"> <li>Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>Arrange for the distribution and promotion of resources and publications where applicable.</li> </ul>			
<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ol style="list-style-type: none"> <li>Broad knowledge and 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.</li> <li>Experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines.</li> <li>Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports and submission.</li> <li>Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations; and facilitate their involvement in consultations and community strengthening processes.</li> <li>Strong working knowledge of Collective Impact models, the development of theories of change, and monitoring and evaluation processes.</li> <li>Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.</li> </ol>	
	<b>Qualifications</b>	Qualifications or extensive experience in relevant fields.	
	<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> </ul>

			<ul style="list-style-type: none"> <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> </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>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.

#### FURTHER INFORMATION AND CLOSING DATE

There is no closing date for this role. An appointment will be made when a suitable applicant is identified.

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 Connected Beginnings & CCCFR Expansion Project Officer 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](mailto:recruitment@snaicc.org.au). For general information about SNAICC, visit the [SNAICC website](#).

For specific questions about the role please contact:

**Gretchen Young, Project Manager Connected Beginnings & CCCFR Expansion. M: 0481 798 900**