

### Position Description

<b>Position Title:</b>	Senior Program & Policy Advisor THRYVE NSW	<b>Business Unit:</b>	THRYVE NSW
<b>Classification:</b>	<b>(SCHADS Award) Level: 7</b>	<b>Reports to:</b>	Director of THRYVE NSW
<b>SNAICC above award salary:</b>	<b>SNAICC Scale: PM1 7.1 – 7.4:</b> \$110,889-\$115,954	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 2 years</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 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.
<b>Position Summary:</b>	The THRYVE NSW Senior Program and Policy Advisor will work with NSW Aboriginal and Torres Strait Islander Community Controlled Early Years services to strengthen their capacity in service delivery and quality outcomes. This position will provide high quality policy development & programming advice, and advocacy support to represent the interests of these services with sector leaders and broader decision makers, contributing to a more sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across NSW.

<b>Position Characteristics:</b>	<b>Scope:</b>	<p>The Senior Program and Policy Advisor will report to the Director THRYVE NSW and work collaboratively with NSW Aboriginal and Torres Strait Islander community-controlled early years sector. The role is part of a small THRYVE NSW team and will work closely with THRYVE teams in other jurisdictions. The role does not have direct reports.</p> <p>The THRYVE NSW team is based in Wollongong NSW, although alternative locations will be considered for the right candidate. Travel within NSW is required to understand the needs of and support NSW 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</li> <li>• Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; Policy &amp; Research; THRYVE NSW &amp; Victoria.</li> <li>• Aboriginal and Torres Strait Islander Early Years Services in NSW</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>
<b>Support service best practice</b> <ul style="list-style-type: none"> <li>• Provide specialist information and support to help service providers understand and meet ECEC accreditation ratings and compliance standards (i.e. National Quality Framework accreditation and compliance standards)</li> <li>• Provide advice, resources, research briefs and assistance to drive improvements in programming and better practice in local contexts</li> <li>• Develop resources and programs to support localisation of systems and processes</li> <li>• Provide advice and support regarding the design, development and implementation of evidence-based education and support programs for Aboriginal and Torres Strait Islander early year services</li> </ul>		<b>1. Organisational Awareness and Professionalism</b> 1.2.1 Organisational Awareness 1.2.2 Time Management 1.3.5 Problem solving <b>3. Communication &amp; Relationship Skills</b> 3.2.2 Written communication 3.3.5 Interpersonal skills <b>6. Service Delivery</b> 6.3.1 Reflective Practice 6.2.2. Knowledge of sector issues 6.2.3 Stakeholder outcomes
<b>Policy Analysis and Advocacy</b> <ul style="list-style-type: none"> <li>• Develop processes to collect and collate information that captures learning, stories of success and service challenges relating to ECEC policy implementation for Aboriginal and Torres Strait Islander early years services in NSW.</li> <li>• Provide internal policy and system solutions advice for Early Years centre leaders.</li> <li>• With SNAICC’s Policy &amp; Research team, contribute to policy solutions and advice to state and federal governments to influence decisions aligned to the needs and perspectives of Aboriginal early years services, to build a more sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across NSW.</li> <li>• Support service leaders to represent their issues on local, regional and state forums and bodies.</li> <li>• Develop state-wide strategies for Aboriginal and Torres Strait Islander early years to drive collective efforts for a sustainable,</li> </ul>		<b>2. Community and Interagency Relations</b> 2.3.1 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community <b>7. Policy &amp; Research</b> 7.2.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.2.4 Sector Leadership <b>8. Program &amp; Contract Management</b> 8.2.1 Program development 8.2.3 Contract Management 8.2.4 Achieving results

<p>high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across NSW.</p> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>Work closely with SNAICC’s contracted external evaluators to support the evaluation of the National THYRYVE pilot and support NSW Aboriginal and Torres Strait Islander early years services to evaluate the impact of their work, including data requests.</li> </ul>		<p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.2.4 Health Safety and Wellbeing</p>	
<p><b>Networking and information provision</b></p> <ul style="list-style-type: none"> <li>Contribute to communication platforms, networks and strategies, and forums to ensure current and up to date information is available and shared across networks.</li> <li>Facilitate regular opportunities for NSW Aboriginal and Torres Strait Islander early years services to gather, connect, share and learn including face-to-face and online options</li> <li>Other duties as required</li> </ul>		<p><b>2. Community and Interagency Relations</b></p> <p>2.3.1 Community</p> <p>2.2.3 Partnerships &amp; collaboration</p> <p>2.3.4 Knowledge of community</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 an Early Childhood Education policy and program role, including: <ul style="list-style-type: none"> <li>Policy analysis and writing</li> <li>Provision of specialist information for providers to meet early years accreditation and compliance standards</li> <li>Provision of support which helps drive practice improvements</li> <li>Coordinating the sharing of practices, insights, learnings and analysing and collating this information to advocate for state or federal policy reform.</li> </ul> </li> <li>Demonstrated capacity to establish and maintain partnerships and work collaboratively in the design and implementation of activities, with experience work with Aboriginal and Torres Strait Islander community leaders</li> <li>Specialist knowledge and experience in the application of the National Quality Framework for ECEC policy and service accreditation and compliance.</li> <li>Outcomes oriented, ability to work independently and deliver meaningful results while valuing culture, difference and diversity.</li> <li>Capability and willingness to meet some work requirements that may occur outside of normal work hours; and regular and ongoing intra/interstate travel requirements.</li> </ul>	
	<p><b>Qualifications</b></p>	<p>Relevant tertiary qualifications and experience in early childhood development, education, health, social work 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>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> </ul>
		<p><b>Teamwork</b></p>	<ul style="list-style-type: none"> <li>Co-operates and collaborates with others to ensure team and organisational goals are met</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> </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>	
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.	
<b>Approvals:</b>	<b>CEO</b> Name: Catherine Liddle Date: 19 Sept 2022	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: 19 Sept 2022
<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>	

#### FURTHER INFORMATION AND CLOSING DATE

There is no closing date for this position. We will commence interviews when suitable applicants apply. 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 – knowledge & experience**, including short examples demonstrating your proficiency for each criteria
- A **resume** with your skills, experience and qualifications, relevant to the position
- 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:

**Joanne Goulding, Director THYRVE NSW M: 0431 543 089**