

### Position Description

<b>Position Title:</b>	Project Officer (PO2) THRYVE National	<b>Business Unit:</b>	THRYVE
<b>Classification:</b>	<b>(SCHADS Award) Level: 4</b>	<b>Reports to:</b>	National Director THRYVE
<b>SNAICC above award salary:</b>	<b>SNAICC Scale:</b> PO2 4.1 – 4.4 \$84,730 - \$88,600	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed-Term – 2.5 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 is an exciting new initiative within SNAICC – National Voice for our Children. THRYVE aims to represent, build, and grow the community-controlled early childhood education and care (ECEC) sector across the country. The aim of THRYVE is 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 Project Officer will support THRYVE projects and other key operational functions. This role will support various key projects and assist with project administrative tasks including secretariat support to advisory committees, and project reporting requirements. The role requires strong project management, administration and stakeholder management skills.

<b>Position Characteristics:</b>	<b>Scope:</b>	The THRYVE Project Officer reports to the THRYVE National Director. The incumbent will also liaise closely with the THRYVE state teams, SNAICC HQ office staff and SNAICC's membership, and key funding bodies (including Government and NGOs).
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC's membership</li> <li>• Suppliers</li> <li>• Contractors including educators / facilitators</li> <li>• Members of other SNAICC teams: Strategic Engagement and Communications; Policy and Research; THRYVE; Corporate Services; and Operations.</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>• Coordinate THRYVE's operations plan and processes</li> <li>• Coordinate timely contract management and reporting requirements across the THRYVE funded activities, including establishing and maintaining effective data collection mechanisms.</li> <li>• Provide secretariate support to the THRYVE national advisory committees and other meetings as requested, including the preparation of reports as required</li> <li>• Coordinate and support all aspects of project planning and development for a range of THRYVE initiatives</li> <li>• Act as a point of contact between internal and external stakeholders for THRYVE matters including contractors/consultants, educators, funders.</li> <li>• Build sound networks and relationships to facilitate effective communication, information sharing and increased understanding of THRYVE resources and supports with internal and external stakeholders</li> <li>• Work collaboratively with SNAICC HQ and the other THRYVE pilots on shared projects.</li> </ul>	<p><b>1. Organisational Awareness &amp; Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time Management 1.2.4 Taking Responsibility 1.2.5 Problem solving</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>3.1.1 Advocacy 3.2.2 Written Communication 3.2.3 Verbal Communication</p>
<ul style="list-style-type: none"> <li>• Provide quality written documents including briefing notes, secretariat support including agendas and minutes</li> <li>• Provide administrative support the THRYVE National Director</li> <li>• Coordinate and assist with travel and associated planning and bookings (including catering for events) for THRYVE National Director, and other areas within THRYVE business unit as required.</li> </ul>	<p><b>5. Resources, Assets &amp; Sustainability</b></p> <p>5.1.2 Financial management 5.2.3 Procurement</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.1.1 Strategy 9.1.2 Quality 9.1.3 Risk management</p>
<p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings</li> <li>• Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ul>	<p><b>4. Leadership &amp; Teamwork</b></p> <p>4.1.1 United Vision 4.2.2 Strategic focus 4.2.3 Team Dynamic</p>

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines.</li> <li>3. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports and submission.</li> <li>4. 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>5. High-level communications skills, including demonstrated ability to lead internal communications, and communicate with confidence to external stakeholders including member services and funding.</li> <li>6. Well-developed presentation and facilitation skills</li> <li>7. Excellent time management and a great eye for detail</li> <li>8. Demonstrated skills Office 365, including full suite of applications including management word, excel, power point, outlook, teams , various media platforms and websites</li> <li>9. 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>	Tertiary qualifications in social services, education & training, business or another relevant field, or extensive experience in relevant fields.		
	<b>Values and Attributes</b>	Cultural Safety	<ul style="list-style-type: none"> <li>• Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</li> </ul>	
		Collaboration & trust	<ul style="list-style-type: none"> <li>• We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</li> </ul>	
		Respect and kindness	<ul style="list-style-type: none"> <li>• We are all valued and valuable. We communicate with people holistically, recognising their humanity.</li> </ul>	
Accountability and integrity		<ul style="list-style-type: none"> <li>• We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</li> </ul>		
Staff Wellbeing		We are committed to the wellbeing of our staff.		
<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>	<b>Director Operations &amp; HR</b>		

	Name: Date:	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>	
<b>FURTHER INFORMATION AND CLOSING DATE</b>		
Applications are required by <b>11:59pm Monday 21<sup>st</sup> November 2022.</b> Applications must include:		
<ul style="list-style-type: none"> <li>• A brief <b>cover letter</b> outlining why you are applying for the position</li> <li>• Written responses to how you meet each of the <b>key selection criteria – knowledge &amp; experience</b>, including short examples demonstrating your proficiency for each criteria</li> <li>• A <b>resume</b> with your skills, experience and qualifications, relevant to the position</li> <li>• Names and contact details for two or more recent referees.</li> </ul>		
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 Nationally Coordinated Criminal History Check (NCCHC).		
Please email applications <a href="mailto:recruitment@snaicc.org.au">recruitment@snaicc.org.au</a>		
For general information about SNAICC, visit the <a href="#">SNAICC website</a> .		
For specific questions about the role please contact:		
Janenell Kennedy- Director THYRVE WA		
Email: <a href="mailto:joanne.goulding@snaicc.org.au">joanne.goulding@snaicc.org.au</a>		
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