

Position Description

Position Title:	Manager Training & Development	Business Unit:	Sector Development
Classification:	(SCHADS Award) Level: 8	Reports to:	Director, Sector Development
SNAICC above award salary:	SNAICC Scale: PM2 8.1 - 8.2: \$120,037 - \$125,520	No. Direct Reports:	1 FTE (+ casuals)
Employment Type:	Fixed Term – 2 years	FTE:	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.

Business unit	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.
Position Summary:	Manager Training and Development will oversee SNAICC’s suite of training and development offerings to Aboriginal and Torres Strait Islander community and non-Indigenous services across Australia. The Manager will ensure SNAICC delivers on a number of government contracts which include the design and development of new and existing training programs for staff in Early Childhood services and/or Child and Family Support services.

Position Characteristics:	Scope:	The Manager Training and Development will oversee a small team including a project officer/educator, and a pool of casual or contracted trainers. This position reports to the Director, Sector Development, and will work closely with other projects within the Sector Development team.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Sector Development team members • Members of other SNAICC teams: Strategic Engagement and Communications, THRYVE; Policy & Research; Operations. • SNAICC's membership • Contractors/ casual trainers • Funding bodies (govt & non-govt)
	Special Conditions:	Aboriginal and Torres Strait Islander people are strongly 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.
<ul style="list-style-type: none"> • Develop, implement, and monitor a Learning & Development Strategy for the Aboriginal and Torres Strait Islander Early Years sector. • Identify the training and capacity building needs of the Aboriginal and Torres Strait Islander Early Years sector. • Lead the design, development and delivery of training programs and resources for staff in child and family welfare and early childhood services, including building effective relationships with Aboriginal and Torres Strait Islander and non-indigenous services. • Develop a training and development suite of offerings for the early years sector. • Stay abreast of contemporary training practices to ensure effective and accessible models of delivery (including online and blended or flexible delivery models). • Manage the deliverables and reporting requirements on a number of government contracts that have a focus on resource development and training. • Establish systems for the collection and recording of evaluation information and providing evaluation reports. • Manage and provide leadership to a diverse team, including full-time and casual/contracted staff, spread over multiple locations to build and maintain a positive culture and a consistent style and quality of work. • Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls etc. 	<p>1. Organisational Awareness and Professionalism</p> <p>1.3.1 Organisational awareness 1.3.2 Time management 1.3.4 Taking responsibility 1.2.5 Problem solving</p> <p>2. Community and Interagency Relations</p> <p>2.2.1 Networks and stakeholders 2.3.2 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community 2.3.5 Social Justice</p> <p>6. Service Delivery</p> <p>6.2.1 Reflective practice 6.3.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes 6.3.4 Diversity</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development 8.3.2 Program management 8.3.3 Contract management 8.4.3 Achieving results</p> <p>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.1 Strategy 9.2.2 Quality</p>
<p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. • Write reports and articles, and provide information, for the SNAICC website, newsletter and other SNAICC publications as required. 	

Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> Broad knowledge and a deep 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. Demonstrated training experience and ability to lead the design, development and delivery of trauma informed training programs and resources with both Aboriginal and Torres Strait Islander people and organisations, and mainstream organisations. Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle. Demonstrated experience and ability to manage budgets and resources to optimise productivity, ensure compliance with contracted deliverables and contribute positively to the on-going sustainability of the organisation. Demonstrated experience and ability to manage and provide leadership to a diverse team, including full-time and casual/contracted staff to build and maintain a positive culture and a consistent style and quality of work. A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, and briefings. Excellent workplace skills including the ability to work effectively in teams with staff from diverse cultural backgrounds, manage competing demands and work respectfully in sensitive contexts. 		
	Qualifications	Qualifications or extensive experience in relevant fields.		
	Values	Cultural Safety	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.	
		Collaboration & trust	We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.	
		Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	
		Accountability and integrity	We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.	
Staff Wellbeing		We are committed to the wellbeing of our staff.		
Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> Participate in & contribute to Health Safety & Wellbeing activities to ensure a safe work environment for staff, clients, contractors & 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 & investigations, provide information, instruction & 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: (please print) Signature: Date:
<p>FURTHER INFORMATION AND CLOSING DATE</p> <p>Applications are required by 11:59pm Sunday 13th November 2022</p> <p>Applications must include:</p> <ul style="list-style-type: none"> • 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. <p>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).</p> <p>Please email applications recruitment@snaicc.org.au</p> <p>For general information about SNAICC, visit the SNAICC website.</p> <p>For specific questions about the role please contact: Janenell Kennedy- Director THYRVE WA Email: adele.cox@snaicc.org.au Mobile: 0484 007 761</p>	