

### Position Description

<b>Position Title:</b>	SNAICC Senior Training and Resources Officer	<b>Business Unit:</b>	Sector Development
<b>Classification:</b>	<b>(SCHADS Award) Level: 5</b>	<b>Reports to:</b>	Manager, Training and Development
<b>SNAICC above award salary:</b>	<b>SNAICC Scale: PO3 5.1 - 5.4:</b>	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 12 months, with potential for renewal</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 Senior Training and Resources Officer will deliver training and support to Aboriginal and Torres Strait Islander community and non-indigenous services across Australia in metropolitan, rural, and remote settings. Workshops are primarily delivered by two trainers, with at least one trainer being an Aboriginal and/or Torres Strait Islander person. The Officer will design and develop new and existing training programs for staff in Early Childhood services and/or Child and Family Support services. This role will engage and consult with Aboriginal and Torres Strait Islander staff and community and non-indigenous services regarding their training.

<b>Position Characteristics:</b>	<b>Scope:</b>	The Senior Training and Resources Officer will work as part of a small team supported by and reporting to the Manager Training & Development. This role will work closely with SNAICC staff as well as consultants, interns, students, and volunteers attached to the team to develop and deliver effective and responsive training suites.
	<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; Corporate Services.</li> <li>• Suppliers</li> <li>• SNAICC Ambassadors</li> <li>• Media</li> <li>• Funding bodies (govt &amp; non-govt)</li> </ul>
	<b>Special Conditions:</b>	<b>Aboriginal and Torres Strait Islander people are strongly 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 Framework.</b>
<ul style="list-style-type: none"> <li>• Contribute to and monitor a Learning &amp; Development Strategy for the Aboriginal and Torres Strait Islander Early Years sector.</li> <li>• In collaboration with the Manager Training &amp; Development, 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.</li> <li>• Initiate consultation, research, development, and subsequent delivery of new training packages, including integrating new content and national competencies with existing packages to create flexible training that is responsive to community needs. This includes online and blended or flexible training delivery models.</li> <li>• Initiate and lead other training activities as required, including liaison with community, partners, and stakeholders, using, and building on skills and understandings of community based interagency coordination and collaboration.</li> <li>• Support the Manager Training &amp; Development with deliverables and reporting requirements for several government contracts that have a focus on resource development and training.</li> <li>• Under guidance from Manager Training &amp; Development help to establish systems for the collection and recording of evaluation information and providing evaluation reports.</li> <li>• Promote SNAICC’s training and resources through presentations, conferences, workshops, information stalls etc.</li> <li>• Work as part of the SNAICC staff to identify emerging training project ideas, policy issues and partnerships.</li> <li>• Undertake professional development, as required, to expand skills and understanding of program areas and training facilitation.</li> </ul>	<p><b>1. Organisational Awareness and 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><b>2. Community and Interagency Relations</b></p> <p>2.2.1 Networks and stakeholders 2.2.2 Community 2.2.3 Partnerships &amp; collaboration 2.2.4 Knowledge of community 2.3.5 Social Justice</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>6. Service Delivery</b></p> <p>6.2.1 Reflective practice 6.2.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes 6.2.4 Diversity</p> <p><b>8. Program &amp; Contract Management</b></p> <p>8.2.1 Program development 8.2.2 Program management 8.2.3 Contract management 8.2.3 Achieving results</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.2.1 Strategy 9.2.2 Quality</p>

<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>Write reports and articles, and provide information, for the SNAICC website, newsletter and other SNAICC publications as required</li> </ul>		<b>1. Organisational Awareness and Professionalism</b> 1.2.1 Organisational Awareness 1.2.2 Time Management 1.2.5 Problem solving <b>4. Leadership &amp; Teamwork</b> 4.1.2 Strategic focus	
<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<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</li> <li>Demonstrated training experience and ability to support or lead the design, development, and delivery of a suite of training programs including trauma informed training programs with both Aboriginal and Torres Strait Islander people and organisations and non-Indigenous workers and facilitate their involvement in training program activities.</li> <li>Capacity to contribute to the development of best practice in Early Years training and in working with complex families to ensure safety, development and wellbeing for children, young people, and their families.</li> <li>Experience and capacity to lead the production and delivery of accredited and/or non-accredited training resource materials in a range of formats for use in the Early Years and Child and Family Support sectors.</li> <li>Excellent written and verbal communication skills and experience in community engagement and liaison.</li> <li>Experience in project management, including working with project reference groups, project planning and meeting deadlines.</li> <li>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.</li> <li>Relevant post-secondary/ tertiary qualifications and or extensive experience.</li> </ul>	
	<b>Qualifications</b>	Qualifications or extensive experience in relevant fields.	
	<b>Values</b>	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.	
<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> </ul>	

	<ul style="list-style-type: none"> <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: Date:	<b>Operations Manager</b> 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 Sunday 20<sup>th</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><b>Written responses</b> 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> <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).  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>.</p> <p>For specific questions about the role please contact:  Janenell Kennedy- Director THYRVE WA  Email: <a href="mailto:adele.cox@snaicc.org.au">adele.cox@snaicc.org.au</a>  Mobile: 0484 007 761</p>		