



SNAICC

National Voice for our Children

SNAICC - National Voice for our Children

Aboriginal and Torres Strait Islander Corporation
Level 27 Budd St, Collingwood VIC 3066

Position Description

Position Title:	Senior Program and Policy Advisor	Business Unit:	THRYVE WA
Classification:	(SCHADS Award) Level: 7	Reports to:	Director of THRYVE WA
SNAICC above award salary:	SPO1 7.1 – 7.4: \$110,889-\$115,954	No. Direct Reports:	N/A
Employment Type:	Fixed Term – 2.5 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	THRYVE WA is part of a new division 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 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.
Position Summary:	The THRYVE WA Senior Program and Policy Advisor will work with the leadership teams within WA’s Aboriginal and Torres Strait Islander Community Controlled Early Years services to strengthen their capacity in service delivery and quality outcomes. This position will also 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 WA.

Position Characteristics:	Scope:	The Program and Policy Advisor will report to the Director THRYVE WA and work collaboratively with WA Aboriginal and Torres Strait Islander community-controlled early years sector in WA. The role is part of a small THRYVE WA team and will work collaboratively with THRYVE teams in other jurisdictions. The role does not have direct reports. The THRYVE WA Director is located in Broome. This position could be based in Broome or somewhere else in the Kimberley region. Some travel is required to understand the needs of and support WA Aboriginal and Torres Strait Islander early learning services.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • SNAICC’s membership in WA. • Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; Policy & Research; THRYVE NSW & VIC. • Aboriginal and Torres Strait Islander Early Years Services in WA. • Relevant peak bodies
	Special Conditions:	Aboriginal and Torres Strait Islander people are 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
Program Establishment <ul style="list-style-type: none"> • In consultation with Directors and 2IC’s of WA’s Aboriginal Community Controlled Organisations (ACCO) Early Years (EY) services, scope and develop a suite of leadership support initiatives. • Negotiate and undertake site visits to all participating ACCO Services to establish baseline data and identify individual centre support needs. • Manage the implementation of state-wide leadership supports & initiatives for ACCO EY Services. 	1. Organisational Awareness and Professionalism 1.2.1 Organisational Awareness 1.2.2 Time Management 1.3.5 Problem solving 3. Communication & Relationship Skills 3.2.2 Written communication 3.2.4 Public Speaking 3.3.5 Interpersonal skills
Support service best practice <ul style="list-style-type: none"> • 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). • Provide advice, resources, research briefs and assistance to drive improvements in programming and effective practice in local contexts. • Develop resources and programs to support localisation of systems and processes. • 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. 	6. Service Delivery 6.3.1 Reflective Practice 6.2.2. Knowledge of sector issues 6.2.3 Stakeholder outcomes 8. Program & Contract Management 8.2.1 Program development 8.2.3 Contract Management 8.2.4 Achieving results
Policy Analysis and Advocacy <ul style="list-style-type: none"> • Develop processes to collect and collate information that captures learning, stories of success and service challenges 	2. Community and Interagency Relations 2.3.1 Community

<p>relating to ECEC policy implementation for Aboriginal and Torres Strait Islander early years services in WA.</p> <ul style="list-style-type: none"> • Provide internal policy and system solutions advice for Early Years centre Directors and 2IC's • With SNAICC's Policy & 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 WA. • Support service leaders to represent their issues on local, regional, and state forums and bodies. • Develop state-wide strategies for Aboriginal and Torres Strait Islander early years to drive collective efforts for a sustainable, high quality and culturally strong early years services system for Aboriginal and Torres Strait Islander children across WA. <p>Evaluation</p> <ul style="list-style-type: none"> • Work closely with SNAICC's contracted external evaluators to support the evaluation of the National THYRYVE pilot and support WA Aboriginal and Torres Strait Islander early years services to evaluate the impact of their work, including data requests. 	<p>2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community</p> <p>7. Policy & Research 7.2.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.2.4 Sector Leadership</p> <p>9. Risk Management, Workplace Safety & Quality 9.2.4 Health Safety and Wellbeing</p>
<p>Networking and information provision</p> <ul style="list-style-type: none"> • Build a relationship with key stakeholders particularly at regional and state-wide level • Contribute to THYRYVE WA's communication platforms, networks and strategies, and forums to ensure current and up to date information is available and shared across networks. • Facilitate regular opportunities for WA Aboriginal and Torres Strait Islander early years services to gather, connect, share, and learn including face-to-face and online options • Other duties as required 	<p>2. Community and Interagency Relations 2.3.1 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community</p> <p>4. Leadership and Teamwork 4.2.1 United vision 4.2.2 Strategic Focus</p>

<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • 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. • Experience successfully managing Early Years' service delivery (NB: Experience in learning delivery or a service delivery role within an ACCO will be considered.) • Experience or capability to develop and implement a state-wide leadership program: <ul style="list-style-type: none"> ○ provision of support to leaders which helps drive practice improvements ○ supporting leaders to drive internal culture and manage change ○ coordinating the sharing of practices, insights, learnings and analysing and collating this information to advocate for state or federal policy reform. • Experience in a program and service design role, including: <ul style="list-style-type: none"> ○ developing culturally safe and informed systems and policies to meet quality and compliance standards
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		<ul style="list-style-type: none"> ○ provision of specialist information for providers to meet early years accreditation and compliance standards ○ provision of support to leaders which helps drive practice improvements ● 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 ● Specialist knowledge and experience in the application of the National Quality Framework for ECEC policy and service accreditation and compliance. ● Outcomes oriented, ability to work independently and deliver meaningful results while valuing culture, difference, and diversity. ● Capability and willingness to meet some work requirements that may occur outside of normal work hours; and regular and ongoing intra/interstate travel requirements.
	Qualifications	Relevant tertiary qualifications and experience in early childhood development, education, health, social work or a relevant field.
	Values and Attributes	Relationship Building <ul style="list-style-type: none"> ● Seeks to establish and maintain relationships with people at all levels; both internal to and external to the organisation ● Forges useful partnerships with people across business areas, functions, and organisations ● Builds trust through consistent actions, values, and communication
		Teamwork <ul style="list-style-type: none"> ● Co-operates and collaborates with others to ensure team and organisational goals are met ● Encourages resolution of conflict among the team
		Empathy and Cultural Awareness <ul style="list-style-type: none"> ● Respects diversity of cultural knowledge and experience of Aboriginal and Torres Strait Islanders ● Collaborates and shares information ● 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
		Initiative and Accountability <ul style="list-style-type: none"> ● Proactive and self-starting ● Exercises appropriate judgement ● Takes responsibility for own actions ● Enthusiastic and committed
		Flexibility <ul style="list-style-type: none"> ● Adaptable ● Accepts changed priorities without issue ● Open to new ideas and ways of doing things ● Recognises the merits of different options and acts accordingly
Health, Safety & Wellbeing Requirements		<ul style="list-style-type: none"> ● Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and 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 and investigations, provide information, instruction and coaching

Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.	
Approvals:	CEO Name: Catherine Liddle Date: 1 October 2022	Director Operations & HR Name: Fran Whitty Date: 1 October 2022
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: (please print) Signature: Date:	
FURTHER INFORMATION AND CLOSING DATE		
<p>Applications are required by midnight Sunday 6 November 2022. 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). Please email applications recruitment@snaicc.org.au 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: janenell.kennedy@snaicc.org.au Mobile: 0400 531 815</p>		