

### Position Description

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| <b>Position Title:</b>            | Partnership Manager - National Life Without Barriers Agreement | <b>Business Unit:</b>      | Sector Development           |
| <b>Classification:</b>            | <b>(SCHADS Award) Level: 8</b>                                 | <b>Reports to:</b>         | Director, Sector Development |
| <b>SNAICC above award salary:</b> | <b>SNAICC Scale: PM2 8.1 - 8.2:</b><br>\$120,037 - \$125,520   | <b>No. Direct Reports:</b> | Nil                          |
| <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.

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| <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 Partnership Manager will support the development, facilitation, and implementation of the SNAICC/Life Without Barriers Partnership and Collaboration Agreement. This agreement outlines Life Without Barriers' (LWB) commitment to progressively step away from providing out-of-home care services for Aboriginal and Torres Strait Islander children by 2031. The Partnership Manager will work directly with LWB to support the roll out of the Agreement commitments and to assist LWB in the establishment of key partnerships. This will include the development and strengthening of partnership connections across State and Territory Peaks and Aboriginal Controlled Community Organisations (ACCOs) and will include supporting the development of |

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|  | resources and activities that reflect a commitment to cultural safety and improve outcomes for Aboriginal and Torres Strait Islander children and families. |
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| <b>Position Characteristics:</b>   | <b>Scope:</b>                                       | The Partnership Manager will report to the Director, Sector Development. This position will work directly with LWB (see key relationships below) and other SNAICC business units as well as State/Territory Peaks and ACCOs to implement and deliver on the Partnership and Collaboration Agreement commitments and the LWB Elevate RAP transformation commitments.  |
|  | <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; Communications; Operations.</li> <li>• LWB - Child, Youth and Family Aboriginal and Torres Strait Islander National Lead, National Director Reconciliation, Executive Director, Child, Youth and Family, Executive Lead, Strategy and Partnerships)</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 Framework.</b>   |
| <ul style="list-style-type: none"> <li>• Development and strengthening of partnership connections across State and Territory Peaks and Aboriginal Controlled Community Organisations (ACCOs).</li> <li>• Participate in Partnership meetings with LWB and work collaboratively to support the LWB implementation of the Elevate RAP and work with LWB on potential solutions to support staff development.</li> <li>• Support advocacy approach between SNAICC and LWB to lobby for greater investment in Aboriginal and Torres Strait Islander family support services and systems changes to reduce over representations in the child protection system.</li> <li>• Guide the development of the LWB National Roadmap with key LWB and SNAICC staff.</li> <li>• Partner on the design and develop of protocols and resources utilised to strengthen partnerships with State/Territory peaks and ACCO capacity and service delivery.</li> <li>• Work collaboratively with LWB to review existing shared resources, and develop secondment opportunities and learning in the following areas: <ul style="list-style-type: none"> <li>- Delivery of training (Aboriginal staff with TAE skills).</li> <li>- NOCS (Child Safe Sector Leadership Group and links/secondment)</li> </ul> </li> <li>• Develop and embed a cultural governance framework into LWB's programs drawing from the 6 core principles of the Family Matters Campaign to improve service delivery.</li> <li>• Support LWB in the development and establishment of national, state and territory child voice initiatives designed by Aboriginal and Torres Strait Islander children and</li> </ul> |   | <p><b>1. Organisational Awareness and Professionalism</b></p> <p>1.3.1 Organisational awareness<br/>1.3.2 Time management<br/>1.3.4 Taking responsibility<br/>1.2.5 Problem solving</p> <p><b>2. Community and Interagency Relations</b></p> <p>2.2.1 Networks and stakeholders<br/>2.3.2 Community<br/>2.2.3 Partnerships &amp; collaboration<br/>2.3.4 Knowledge of community<br/>2.3.5 Social Justice</p> <p><b>8. Program &amp; Contract Management</b></p> <p>8.3.1 Program development<br/>8.3.2 Program management<br/>8.3.3 Contract management<br/>8.4.3 Achieving results</p> <p><b>9. Risk Management, Workplace Safety &amp; Quality</b></p> <p>9.3.1 Strategy<br/>9.2.2 Quality</p> |

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| collaborate with LWB and relevant ACCOs to improve culturally safe services and transition processes. <ul style="list-style-type: none"> <li>• Provide advice and technical support in LWB communication (internal and external) related to the partnership/collaboration agreement and the Elevate RAP.</li> </ul>  |                                 |  |
| <ul style="list-style-type: none"> <li>• Identify strategies to enhance the training and capacity building needs of LWB out-of-home care service delivery staff and ACCOs.</li> <li>• Provide coaching and support to lead Aboriginal and Torres Strait Islander staff in LWB to assist in partnership capacity building activities across Australia with State/Territory peaks and ACCO's.</li> <li>• Manage the deliverables and reporting requirements for SNAICC's partnership with LWB.</li> <li>• Link with LWB in the development of collection, recording and evaluation information and providing evaluation reports</li> <li>• Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls etc.</li> <li>• Participate in National Panel with LWB and State Panels as required.</li> </ul> |                                 | <b>6. Service Delivery</b><br>6.2.1 Reflective practice<br>6.3.2 Knowledge of Sector Issues<br>6.2.3 Stakeholder outcomes<br>6.3.4 Diversity   |
| <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>Selection Criteria</b>  | <b>Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle.</li> <li>• Extensive networks, partnerships, and relationships across State/Territory peaks at a senior level and ability to provide links to those agencies.</li> <li>• Ability to lead the design, develop and deliver trauma informed training programs and resources with both Aboriginal and Torres Strait Islander people and organisations, and mainstream organisations.</li> <li>• 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.</li> <li>• Ability to work with sensitive and commercial information of partner NGO (LWB) and maintain confidentiality.</li> <li>• Extensive experience and demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.</li> <li>• Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, and briefings.</li> </ul> |

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|                 |                | <ul style="list-style-type: none"><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></ul> |   |
|                 | Qualifications | Relevant tertiary qualifications and experience in early childhood, education, community services, health, management, business or a relevant field.  |   |
|                 | 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.   |   |

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| <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><br>Name: Catherine Liddle<br>Date: 29 <sup>th</sup> November 2022  | <b>Director, Operations &amp; HR</b><br>Name: Fran Whitty<br>Date: 29 <sup>th</sup> November 2022 |
| <b>Acknowledgement of Incumbent</b>  | I have read and understood the requirements of the position<br><b>Name: (please print)</b><br><b>Signature:</b><br><b>Date:</b>   |   |
| <b>FURTHER INFORMATION AND CLOSING DATE</b><br><p>Applications are required by <b>11:59pm Sunday 15<sup>th</sup> January 2023.</b></p> <p>Applications must include:</p> <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).</p> <p>Please email applications <a href="mailto:recruitment@snaicc.org.au">recruitment@snaicc.org.au</a></p> <p>For general information about SNAICC, visit the <a href="https://www.snaicc.org.au">SNAICC website</a>.</p> |   |   |

For specific questions about the role please contact:

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