

<b>Position Title:</b>	Project Officer (PO1)	<b>Department:</b>	Operations & HR
<b>Classification:</b>	<b>(SCHADS Award) Level: 3</b>	<b>Reports to:</b>	Director, Operations & HR
<b>SNAICC above award salary:</b>	<b>SNAICC Scale: PO1 3.1 – 3.4</b> \$73,206 - \$76,550	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed-Term</b> – 12-month contract	<b>FTE:</b>	0.8

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>Department:</b>	SNAICC’s Operations and Human Resources unit delivers and manages the critical systems and services the organisation requires to achieve its vision. This includes human resources and operations planning and support. The business unit works closely with other SNAICC business units to deliver SNAICC’s high-profile and strategic projects.	
<b>Position Summary:</b>	SNAICC’s Project Officer position supports the Director - Operations & HR, and other key operational functions and supports. This role will provide effective and efficient support to various key projects and priorities, with a focus on human resources, end-to-end recruitment processes and systems supports. The position will assist with various project administrative tasks and responsibilities across the SNAICC team as required. The role requires strong administrative and project liaison supports with both internal and external stakeholders to develop and maintain relationships in achieving the goals of the organisation.	
<b>Position Characteristics:</b>	<b>Scope:</b>	The SNAICC Project Officer reports to the SNAICC Director - Operations & HR. The incumbent will also liaise as necessary with other SNAICC staff within the Operations team, and across all teams within the organisation.

<b>Significant internal/external relationships:</b>	Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; THRYVE; Policy & Research; Operations; Finance. Recruitment agencies Stakeholders who advertise employment vacancies
<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>
<p><b>Human resource support:</b></p> <ul style="list-style-type: none"> <li>• Support all aspects of HR administration. This includes end-to-end recruitment initiatives to facilitate employee-centred support for current and prospective employees.</li> <li>• Support ongoing organisational growth: <ul style="list-style-type: none"> <li>- Contribute to the development of new Position Descriptions</li> <li>- Advertise position vacancies</li> <li>- Manage SNAICC's recruitment inbox</li> <li>- In collaboration with the respective manager, develop interview guide templates and write interview questions</li> <li>- Arrange candidate interviews</li> <li>- Draft employment agreements</li> <li>- Coordinate new starter paperwork with the Office Manager</li> <li>- Support SNAICC's new employee orientation processes and review systems as needed</li> <li>- Support the roll out of appraisal reminders and maintain accurate record keeping</li> <li>- Maintain accurate records of recruitment processes, ensuring due process has been followed as per SNAICC's Recruitment and Selection Policy</li> </ul> </li> <li>• Conduct reviews of existing processes and initiate new initiatives to improve workflows.</li> <li>• Supports tracking and reporting against Operations Plan.</li> <li>• In collaboration with the Office Manager, support the onboarding of new staff.</li> </ul>	<p><b>1. Organisational Awareness and Professionalism</b> 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> 2.1.1 Networks and stakeholders 2.1.2 Community 2.1.4 Community and Sector Knowledge</p> <p><b>3. Communication &amp; Relationship Skills</b> 3.2.2 Written communication 3.2.3 Verbal communication 3.2.5 Interpersonal skills</p> <p><b>6. Service Delivery</b> 6.1.2 Knowledge of Sector Issues 6.1.3 Stakeholder Outcomes</p>
<p><b>Organisational support:</b></p> <ul style="list-style-type: none"> <li>• Assist in updating internal HR related policies</li> <li>• Provide quality written documents including briefing notes, and new associated templates.</li> <li>• Build sound relationships to facilitate effective communication, information sharing and increased understanding of SNAICC HR resources and supports, and Operational Planning reporting.</li> <li>• Work with the Director Operations &amp; HR with the development and implementation of the SNAICC staff wellbeing strategy.</li> <li>• Project support across the organisation.</li> </ul>	<p><b>4. Leadership &amp; Teamwork</b> 4.1.1 United Vision 4.1.2 Strategic focus 4.1.3 Team Dynamic</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> </ul>	

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience in an administrative, project coordination, and/or research role.</li> <li>• Excellent people skills with the ability to develop strong internal relationships.</li> <li>• Project planning and coordination skills.</li> <li>• Is self-motivated, uses initiative to problem-solve issues and can work autonomously.</li> <li>• Excellent organisational skills.</li> <li>• Demonstrates flexibility and can set priorities and meet deadlines under pressure.</li> <li>• Works collaboratively and as part of a team, seeking and offering support as required.</li> <li>• Community and stakeholder engagement skills, preferably within an Aboriginal and Torres Strait islander community context.</li> <li>• Experience within a human resources environment.</li> <li>• Strong skills on MS Excel, MS Word, and MS PowerPoint.</li> </ul>		
	<b>Qualifications</b>	Relevant tertiary qualifications and experience		
	<b>Values</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		<ul style="list-style-type: none"> <li>• We are committed to the wellbeing of our staff.</li> </ul>		

<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> Name: Catherine Liddle Date: Dec 2022	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: Dec 2022
<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>	

#### FURTHER INFORMATION AND CLOSING DATE

Applications close Wednesday 18 January 2023 at 11:59pm.

Applications must include:

- A **cover letter** outlining how you meet the **key selection criteria**,
- A **resume** with your skills, experience, and qualifications, relevant to the role
- Names and contact details for two or more recent referees.

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 National Police Check.

Please email applications to [recruitment@snaicc.org.au](mailto:recruitment@snaicc.org.au). For general information about SNAICC, visit the SNAICC website.

For specific question about the role, please contact:

**Fran Whitty – Director Operations & HR. M 0433 183 672**