

Position Description

Position Title:	Administration & Operations Coordinator (PO1)	Business Unit:	THRYVE Victoria
Classification:	(SCHADS Award) Level: 3	Reports to:	Director THRYVE Victoria
SNAICC above award salary:	SNAICC Scale: PO1 3.1 – 3.4 \$73,206 - \$76,550	No. Direct Reports:	N/A
Employment Type:	Fixed-Term until Jan 2025	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 Victoria is part of a new initiative 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 pilot 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 Victoria Administration and Operations Coordinator will ensure the smooth running of the THRYVE Victoria Office: you will provide executive and administrative support to the Director, THRYVE Victoria and a small and dynamic team. You will work closely with SNAICC HQ and assist establishing administrative processes. This role will support various key projects and assist with project administrative tasks including secretariat support to advisory committees, and project reporting requirements.

Position Characteristics:	Scope:	This position reports to the Director, THRYVE Victoria, and supports the THRYVE Victoria team with administrative and operational requirements. The position will also work closely with other THRYVE state teams, SNAICC HQ office staff and SNAICC's membership, and key funding bodies (including Government and NGOs).
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Director of THRYVE Victoria, & other members of THRYVE teams • SNAICC's membership • Suppliers • Contractors and consultants • Members of other SNAICC teams: Strategic Engagement and Communications; Policy and Research; Sector Development; Operations; & Finance.
	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 Framework.
<ul style="list-style-type: none"> • Lead office administration and office maintenance to ensure the smooth running of the THRYVE Victoria office. • Coordinate THRYVE Victoria's operations plan and processes. • Provide general office reception & be first point of call for stakeholders and visitors to the office. • Provide secretariat and administrative support to the THRYVE Victoria Advisory Committee and other working groups as required. • Assist & support the Director on administrative tasks & reporting. • Maintain stakeholder database and assist to establish and implement new filing systems. • Arrange for the distribution and promotion of resources and publications where applicable. • Act as a point of contact between internal and external stakeholders for THRYVE matters including contractors/consultants, educators, funders. • Work collaboratively with SNAICC HQ and the other THRYVE pilots on shared projects. 	<p>1. Organisational Awareness & Professionalism</p> <p>1.1.1 Organisational Awareness 1.1.2 Time Management 1.2.4 Taking Responsibility 1.2.5 Problem solving</p> <p>2. Community and Interagency Relations</p> <p>2.1.4 Community and Sector Knowledge 2.1.5 Social Justice</p> <p>3. Communication & Relationship Skills</p> <p>3.1.1 Advocacy 3.2.2 Written Communication 3.2.3 Verbal Communication</p> <p>6. Service Delivery</p> <p>6.1.3 Stakeholder Outcomes 6.1.4 Diversity</p>
<ul style="list-style-type: none"> • Provide quality written documents including briefing notes, secretariat support including agendas and minutes • Coordinate and assist with travel and associated planning and bookings (including catering for events) for THRYVE Victoria Director, and other areas within THRYVE business units as required. 	<p>5. Resources, Assets & Sustainability</p> <p>5.1.2 Financial management 5.2.3 Procurement</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 • Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required. 	<p>4. Leadership & Teamwork</p> <p>4.1.1 United Vision 4.2.2 Strategic focus 4.2.3 Team Dynamic</p>

Selection Criteria	Knowledge and Experience	<ol style="list-style-type: none"> 1. High-level communications skills, including demonstrated ability to lead internal communications, and communicate with confidence to external stakeholders including member services and funding. 2. Well-developed presentation skills 3. 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. 4. Demonstrated ability to work autonomously and within team context and execute priorities to meet deadlines. 5. Excellent time management and a great eye for detail 6. Demonstrated skills Office 365, including full suite of applications including management word, excel, power point, outlook, teams, various media platforms and websites 7. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate. 		
	Qualifications	Qualifications or extensive experience in office or business administration.		
	Values and Attributes	Cultural Safety	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. 	
		Respect and kindness	<ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. 	
Accountability and integrity		<ul style="list-style-type: none"> • 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 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: Jan 2023	Director Operations & HR Name: Fran Whitty Date: Jan 2023		
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: (please print) Signature: Date:			