

Position Description

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| Position Title: | Senior Project Officer - Community Partner (identified) | Business Unit: | Programs |
| Classification: | (SCHADS Award) Level: 6 | Reports to: | Manager – Community Partner |
| SNAICC above award salary: | SNAICC Scale: 6.1 - 6.4 | No. Direct Reports: | N/A |
| Employment Type: | Fixed Term – June 2026 | 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.

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| Business unit | SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sector across the country. The Programs Unit works to establish partnerships, provide guidance, and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being. |
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| Position Summary: | <p>The Senior Project Officer will support SNAICC as it undertakes various levels of foundational support, sector assistance and capacity building of the Aboriginal Community Controlled sector community-led and culturally safe projects.</p> <p>Streams of work will include:</p> <ul style="list-style-type: none"> • Liaison with ACCO's to ascertain organisational needs • Provision of supports such as foundational plans, governance information • Provision of sector Communities of Practice • Community conversations and consultations around emerging needs and/or funding opportunities <p>The Senior Project Officer will be responsible for planning out and ensuring the effective delivery of the playgroups program under SNAICC's community partner role, under the guidance of the Manager and the Project Director.</p> |

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| Position Characteristics: | Scope: | <p>The Senior Project Officer will report directly to the Manager – Community Partner.</p> <p>The role will support Grantees of the Playgroups program, funded by the Department of Social Services. This will primarily involve support on planning and implementation of the program.</p> <p>This role will also provide high-level support to the Project Director, overseeing elements of a number community-led and culturally safe projects and working closely with key internal and external stakeholders to ensure the smooth rollout of place-based projects in sites around the country.</p> |
| | Significant internal/external relationships: | <ul style="list-style-type: none"> • Members of other SNAICC teams: Programs, Policy & Research; Office of the CEO • Federal Government Departments- Health & Ageing, Social Services, Education, National Indigenous Agency and jurisdictional Departments • Other jurisdictional Aboriginal peaks- NACCHO, AbSec, QATSCIPP • Aboriginal and/or Torres Strait Islander communities |
| | Special Conditions: | <p>It is a genuine occupational requirement that this position be filled by an Aboriginal person or a Torres Strait Islander person.</p> <p>Classified under: <i>Equal Opportunity Act 2010 (Vic), s.12, Anti-Discrimination Act 1977 (NSW), s. 14d, Anti-Discrimination Act 1991(QLD), s.7, Equal Opportunity Act 1984 (SA), s. 56(2), Anti-Discrimination Act 1998 (TAS), s.41, Discrimination Act 1991(ACT), s.42d, Anti-Discrimination Act 1996 (NT), s.35(1b(i)).</i></p> <p>Travel in Australia is required as part of the role.</p> |
| | Delegations: | <p>In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.</p> |

| Key Responsibilities: | Relevant areas & levels within SNAICC Competency Framework. |
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| <ul style="list-style-type: none"> • Support the Project Director with action across the expansion projects as dictated by the contract terms with stakeholders and funders, by working jointly with SNAICC • Provide advice, resources, research briefs and assistance to drive improvements in programming and better practice in local contexts. • Build relationships with key stakeholders particularly at regional state-wide and National level. • Write reports, articles, stories, newsletter items and conference presentations on the work of the Community Partners' projects for broad circulation, including the SNAICC website, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials. • Contribute and provide timely feedback on the evaluation of services through: collection of data; analysis and interpretation of trends relating to service provision; analysis and interpretation of known risks and issues experienced by the ACCO service providers; and processes put in place to mitigate and resolve, identification of any lessons learned, and effectiveness of governance arrangements in place. • Under the guidance of the Project Director, oversee the development of: <ul style="list-style-type: none"> - detailed reports- community profiles, community consultation reports - executive report - monthly progress reports about foundational and ongoing support, and - final project reports as required • Provide support to ACCOs, work collaboratively to identify, through community consultation, ways to build capacity and successfully operate and deliver new services where appropriate. • Advocate for greater alignment to the Closing the Gap targets and priority reforms through community consultation and co-design methods, ensuring concerns raised by community members, parents and leaders are heard. | <p>1. Organisational Awareness and Professionalism</p> <p>1.3.1 Organisational Awareness 1.3.2 Time Management 1.3.4 Ethics 1.4.4 Taking responsibility 1.3.5 Problem solving</p> <p>2. Community and Interagency Relations</p> <p>2.3.2 Community 2.2.3 Partnerships & collaboration 2.6.4 Knowledge of community 2.2.5 Social Justice</p> <p>3. Communication & Relationship Skills</p> <p>3.2.2 Written communication 3.2.3 Verbal Communication 3.2.4 Public Speaking 3.3.5 Interpersonal skills</p> <p>6. Service Delivery</p> <p>6.3.1 Reflective Practice 6.2.2. Knowledge of sector issues 6.2.3 Stakeholder outcomes</p> <p>7. Policy & Research</p> <p>7.2.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.3.4 Sector Leadership</p> <p>8. Program & Contract Management</p> <p>8.2.1 Program development 8.3.3 Contract Management 8.3.4 Achieving results</p> |
| <p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries. • Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. | <p>9. Risk Management, Workplace Safety & Quality</p> <p>9.1.1 Strategy 9.1.2 Quality 9.2.3 Risk Management 9.1.4 Health Safety Wellbeing</p> |

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| Quality and Compliance <ul style="list-style-type: none"> Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. Actively participate in internal and external audits with responsibility for compliance | | 4. Leadership and Teamwork 4.3.1 United vision 4.2.2 Strategic Focus |
| Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Assist in the evaluation of projects, activities, and functions of SNAICC. | | 1. Organisational Awareness and Professionalism 1.1.1 Organisational Awareness 1.1.2 Time Management 1.1.5 Problem solving |
| Selection Criteria | Knowledge and Experience | <ul style="list-style-type: none"> Broad knowledge and a deep understanding of issues impacting Aboriginal and Torres Strait Islander children and families, with a commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families. A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people, including community leaders. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, research papers and briefings. Demonstrated ability to coordinate multiple streams of work and teams to support a shared goal, and plan ahead over multiple years. General understanding of Collective Impact approaches and the development of theories of change. General understanding of playgroup operations. Experience in project management, including project planning, implementation, and monitoring and evaluation processes. 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. Demonstrated capacity to establish and maintain partnerships and work collaboratively in the design and implementation of activities. Experience in a program and service design role, including: |

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| | | <ul style="list-style-type: none"> ○ developing culturally safe and informed systems and policies to meet quality and compliance standards ○ provision of specialist information for providers to meet multiple compliance areas ○ provision of support to leaders which helps drive practice improvements, promotes best practice ○ working knowledge and understanding of the needs of the Aboriginal Community Controlled sector | | | | | | | | | | |
| | Qualifications | <ul style="list-style-type: none"> ● Qualifications or extensive experience in relevant fields. ● Employee Working with Children Check (WWCC) ● Current police check (no older than three months) ● Current Driver's License | | | | | | | | | | |
| | Values | <table border="1"> <tr> <td>Cultural Safety</td> <td> <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. </td> </tr> <tr> <td>Collaboration & trust</td> <td> <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. </td> </tr> <tr> <td>Respect and kindness</td> <td> <ul style="list-style-type: none"> ● We are all valued and valuable. We communicate with people holistically, recognising their humanity. </td> </tr> <tr> <td>Accountability and integrity</td> <td> <ul style="list-style-type: none"> ● We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. </td> </tr> <tr> <td>Staff Wellbeing</td> <td> <ul style="list-style-type: none"> ● We are committed to the wellbeing of our staff. </td> </tr> </table> | 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 | <ul style="list-style-type: none"> ● We are committed to the wellbeing of our staff. |
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| 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 WHS 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: Nov 2023 | Director Operations and HR Name: Fan Whitty Date: Nov 2023 |
| Acknowledgement of Incumbent | I have read and understood the requirements of the position. Name: (please print) Signature: Date: | |

