

Position Description

Position Title:	Project Support Officer – Our Booris Our Way	Business Unit:	Policy & Research
Classification:	(SCHCADS Award) Level: 3	Reports to:	Policy & Secretariat Lead – Our Booris Our Way
SNAICC above award salary:	3.1-3.4	No. Direct Reports:	0
Location	Canberra, ACT	FTE:	1FTE or 0.8FTE
Employment Type:	Fixed term – 1 year		

In December 2019, the Our Booris, Our Way Review final report was released, outlining recommendations for reducing the over-representation of Aboriginal and Torres Strait Islander children in the ACT child protection system. The Our Booris Our Way Implementation Oversight Committee (OBOWIOC) is an independent Aboriginal and Torres Strait Islander committee that monitors the ACT Government’s progress to implement those recommendations.

The OBOWIOC gives cultural advice to guide the reform of the ACT's child and youth protection system. Its purpose is to:

- improve outcomes for Aboriginal and Torres Strait Islander children, young people and families, and
- make sure our children are supported and connected to their community, culture and country.

OBOWIOC works to make sure:

- the number of children entering care continues to reduce
- children’s experience in care improves
- pathways to leave care improve
- children are restored to their family where it is safe to do so.

Secretariat support for the OBOWIOC is provided by **SNAICC – National Voice for our Children**.

Established in 1981, SNAICC 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.

Business unit:	SNAICC’s Policy & Research unit leads projects to inform and influence legislation, policies, programs and practices that support safety, development and wellbeing for Aboriginal and Torres Strait Islander children and families. Projects involve close collaboration with Aboriginal and Torres Strait Islander community-controlled organisations, mainstream services and governments.	
Position Summary:	The Project Support Officer – Our Booris Our Way will support the team to provide high quality policy, operational and secretariat functions for the Our Booris Our Way Implementation Oversight Committee. This will include providing high quality operational and administrative support for the team.	
Position Characteristics:	Scope:	As part of the Policy & Research team at SNAICC, the incumbent reports to the Policy and Secretariat Lead - Our Booris Our way. The incumbent works closely with the Policy and Secretariat Lead, Committee members, the wider SNAICC team and key stakeholders to grow the work of the Committee and SNAICC to build a strong jurisdictional and national voice for Aboriginal and Torres Strait Islander children and their families.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Our Booris Our Way Implementation Oversight Committee members • The ACT Community Services Directorate and other ACT Government stakeholders • Aboriginal and Torres Strait Islander community-controlled sector stakeholders within the ACT and nationally • Other Commonwealth and Territory government stakeholders • SNAICC Policy & Research Unit • Members of other SNAICC business units: Office of the CEO; Programs
	Special Conditions:	<ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander people are strongly encouraged to apply. • This position is based in Canberra.
	Delegations:	In accordance with SNAICC’s Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework
<p>Policy and Secretariat functions</p> <ul style="list-style-type: none"> • Under the guidance of the Policy and Secretariat Lead, manage all administrative and logistics functions for the Committee including: <ul style="list-style-type: none"> ○ scheduling meetings, ○ organising meeting venues and catering, ○ organising and supporting the implementation of video-conferencing and other technology required for hybrid meetings, ○ coordinating and circulating meeting documentation, ○ managing RSVPs, ○ supporting members and meeting guests with travel logistics such as flights, parking and taxis, ○ coordinating and collating meeting papers and packs, including ensuring the Chair has the required briefing material, and ○ taking minutes and actions. • Manage the team’s administrative functions including setting up and maintaining workflow processes, tracking activity workflow, following up with team members to ensure activities are completed and managing document and filing structures. • In collaboration with the Policy and Secretariat Lead and Senior Policy & Research Officer provide support on the following tasks: liaise with Committee members; prepare meeting agendas and papers; support any subgroups and progress out-of-session activities and policy work as required. • Provide support to the Policy and Secretariat Lead and the Senior Policy and Research Officer to develop of policy advice, briefings, presentations, reports, strategy documents, submissions and other policy materials for the Committee. • Under the guidance of the Policy and Secretariat Lead, build relationships with key stakeholders. 	<p>1. Organisational Awareness & Professionalism</p> <p>1.2.1 Organisational Awareness 1.1.2 Time Management 1.2.3 Ethics 1.2.4 Taking responsibility</p> <p>2. Community and Interagency Relations</p> <p>2.1.1 Networks and stakeholders 2.1.2 Community 2.1.3 Partnerships and collaboration 2.1.4 Knowledge of community 2.1.5 Social Justice</p> <p>3. Communication and Relationship Skills</p> <p>3.1.2 Written communication 3.1.3 Verbal communication 3.1.5 Interpersonal skills</p> <p>4. Leadership and Teamwork</p> <p>4.1.1 United vision 4.1.2 Strategic Focus 4.1.3 Team dynamics</p> <p>6. Service Delivery</p> <p>6.1.2 Knowledge of sector issues 6.1.4 Diversity</p> <p>7. Policy and Research</p> <p>7.1.1 Policy development and implementation 7.1.2 Evidence based policy and program development 7.1.4 Sector Leadership 7.1.5 Research Impact</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. 	<p>9. Risk Management, Workplace Safety & Quality</p> <p>9.2.1 Strategy 9.2.3 Risk Management</p>

<ul style="list-style-type: none"> Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. 	9.2.4 Health Safety Wellbeing
<p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required. 	

Selection Criteria	Knowledge, Skills and Experience	Essential <ul style="list-style-type: none"> Experience coordinating administrative tasks, including proficiency with a suite of Microsoft Office programs. 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. Strong relationship building skills including the ability to work with a range of stakeholders with diverse working styles. Strong interpersonal, verbal, and written communication skills. Exceptional organisational skills including the ability to manage competing priorities to meet deadlines. An ability to problem-solve to develop and implement processes and streamlined ways of working. Ability to maintain confidentiality and exercise discretion when handling sensitive information. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds and to seek and offer support as appropriate 	
	Qualifications & Requirements	<ul style="list-style-type: none"> A minimum of two years of administrative experience in a similar organisation Employee Working with Children Check (WWCC) Current police check (no older than three months) Current Driver's License This position is based in Canberra. 	
	Values and Attributes	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 and 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.

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.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>