

## Position Description

<b>Position Title:</b>	Executive and Team Assistant	<b>Business Unit:</b>	Policy and Research
<b>Classification:</b>	SNAICC Level: 4	<b>Reports to:</b>	Executive Director Policy & Research
<b>Employment Type:</b>	Fixed term – 2 Years FTE: 1	<b>No. Direct Reports:</b>	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.

<b>Business Unit:</b>	SNAICC's Policy and Research team leads targeted and largescale projects and policy reform agendas to develop legislation, policies, programs and practices that support safety, development and wellbeing for Aboriginal and Torres Strait Islander children. Projects involve close collaboration with Aboriginal and Torres Strait Islander community-controlled organisations, mainstream services, governments, and other peak bodies.
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<b>Position Summary:</b>	The Executive and Team Assistant will provide high level executive support to the Executive Director, Directors and, broader team to manage the day-to-day operations of the business unit. The role requires strong administrative and project support skills with both internal and external stakeholders. Alongside administrative duties, the incumbent will support policy analysis of issues relating to SNAICC's objectives through researching and drafting high-quality policy and research papers and briefings as well as providing operational support for the Policy and research Team.	
<b>Position Characteristics:</b>	<b>Scope:</b>	As part of the Policy and Research team, the incumbent reports to the Director Policy and Research and provides day to day support to the Policy and Research team.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• Executive Director Policy and Research</li> <li>• Director Policy and Research</li> <li>• Policy and Research Team Partner and stakeholder organisations</li> <li>• Members of other SNAICC teams; Programs; Policy &amp; Research; Office of the CEO</li> <li>• Funding bodies (govt &amp; non-govt)?</li> <li>• Chief Executive Officer and Executive Team</li> <li>• Project Support Officers across SNAICC</li> </ul>
	<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>
<ul style="list-style-type: none"> <li>• Provide high level executive support to the Executive Director Director, and the Directors of Policy and Research including calendar and inbox management, travel booking and general administrative support.</li> <li>• Ensure appropriate support documentation is embedded for meetings / presentations.</li> <li>• Review and enforce robust processes for bookings within Managing Executive Director of Policy and Research, Directors of Policy and Research calendars</li> </ul>	<b>1. Organisational Awareness &amp; Professionalism</b> 1.2.2 Time management 1.2.2 Organisational Awareness 1.1.3 Ethics 1.1.4 Taking Responsibility 1.2.4 Problem solving <b>2. Community and Interagency Relations</b> 2.2.2 Community 2.2.3 Partnerships and collaboration

<ul style="list-style-type: none"> <li>• Assess and prioritise incoming work and correspondence to support the Directors to allocate tasks across the team.</li> <li>• Assists with design and develop and implement workflow management processes to ensure clear, transparent and efficient tasking and approval of the business unit's work.</li> <li>• Track workflow and priorities across the Policy and Research team to ensure deadlines are met and approval processes and followed.</li> <li>• Lead on the coordination and logistical arrangements for meetings and functions, including liaising with attendees and presenters, organising venue bookings, managing calendar invitations and RSVPs and supporting with audio-visual requirements as needed.</li> <li>• Where required, provide secretariat support for meetings including working with the Executive Director and Directors to set meeting agendas, collating papers, taking actions and scribing.</li> <li>• Ensure all Directors have all required documentation (e.g. agendas, meeting papers, action lists, slide decks, correspondence) in preparation for meetings, conferences and presentations.</li> <li>• With support from the Executive Director and other Directors, draft responses to correspondence.</li> <li>• Support the team with business unit planning and reporting including developing templates, managing filing and tracking deadlines for reporting requirements.</li> <li>• Assists with the design and development and , manages and provides high level analysis of complex research using qualitative and/or quantitative research methods</li> <li>• Negotiates and establishes contracts, and maintains relationships with key stakeholders</li> <li>• Research, collate and provide feedback to the management team on business processes and improvement initiatives.</li> <li>• Contributes to the culture of learning in which a high-quality research capacity and output is embraced and builds collaborative partnerships across academia, communities and industry; while impacting on policy and practice to achieve shared goals</li> </ul>	<p>2.2.4 Knowledge of community 2.2.5 Social Justice</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.2.2 Written communication 3.2.3 Verbal Communication 3.2.5 Interpersonal Skills</p> <p><b>4. Leadership &amp; Teamwork</b></p> <p>4.2.1 United vision 4.1.2 Strategic focus 4.1.3 Team Dynamics 4.1.4 Conflict management 4.1.5 Diversity/different styles</p> <p><b>5.Resources, Assets &amp; Sustainability</b></p> <p>5.1.4 Equipment and assets 5.1.5 Sustainability</p> <p><b>6. Service Delivery</b></p> <p>6.1.1 Reflective practice 6.1.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes 6.2.4 Diversity</p> <p><b>7. Policy and Research</b></p> <p>7.1.1 Policy development and implementation 7.2.2 Evidence based policy and program development 7.1.3 Research methods and design</p> <p><b>8. Program &amp; Contract Management</b></p> <p>8.2.1 Program development 8.2.4 Achieving results</p>
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<ul style="list-style-type: none"> <li>• Work collaboratively with administrative staff across SNAICC to ensure coordinated scheduling and standardised processes across the organisation.</li> <li>• Maintain clear, efficient and appropriate filing and records management processes.</li> <li>• Actively contribute to the Policy and Research unit's internal planning and communication processes including staff meetings, and review of SNAICC strategic and operational plan.</li> </ul>			
<b>Safety and Wellbeing</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> </ul>			<b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.1.3 Risk Management 9.2.4 Health Safety Wellbeing 9.1.5 Legislation and compliance
<b>Quality and Compliance</b> <ul style="list-style-type: none"> <li>• Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.</li> <li>• Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.</li> <li>• Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.</li> <li>• Actively participate in internal and external audits with responsibility for compliance</li> </ul> <p>Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.</p>			<b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.2.1 Strategy 9.2.1 Quality
<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Highly proficient in coordinating administrative tasks</li> <li>• Demonstrated experience providing executive support including managing meeting and travel schedules and responding to requests on demand</li> <li>• Excellent interpersonal, verbal, and written communication skills</li> <li>• Proficient with suite of Microsoft Office programs</li> <li>• Working knowledge of SharePoint and applications</li> <li>• Demonstrated ability to effectively manage and priorities multiple tasks</li> <li>• Demonstrated ability to work independently as well as collaboratively in a team environment with a strong customer</li> </ul>	

		<p>focus, including the ability to prioritise, meet deadlines and manage multiple stakeholders.</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.</li> <li>• Demonstrated problem-solving skills including an ability to develop and implement processes and streamlined ways of working.</li> <li>• Well-developed understanding of the need to maintain confidentiality and exercise discretion when handling sensitive information</li> </ul>	
	<b>Qualifications and Requirements</b>	<ul style="list-style-type: none"> <li>• Qualifications or extensive experience in office or business administration</li> <li>• Employee Working with Children Check (WWCC)</li> <li>• Current police check (no older than three months)</li> <li>• Current Driver's License.</li> </ul>	
	<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>
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<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.
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