



SNAICC  
 National Voice for our Children  
 Aboriginal and Torres Strait Islander Corporation  
 Suite 8, First Floor,  
 252-260 St Georges Road  
 North Fitzroy VIC 3068

## Position Description

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| <b>Job Title:</b>            | <b>SNAICC Sector and Practice Development Manager</b>  |
| <b>Reporting To:</b>         | SNAICC CEO   |
| <b>Terms and Conditions:</b> | <ul style="list-style-type: none"> <li>• Full-time, 12 month contract position based at the SNAICC office, North Fitzroy, Melbourne (Extension subject to performance and funding)</li> <li>• Salary range \$90,000-\$100,000 depending on experience, plus 9.5% superannuation</li> <li>• SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire)</li> <li>• As with all SNAICC staff, the position is subject to funding</li> </ul> |

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| <b>Overview of role</b>  |   |
| <p>The SNAICC Sector and Practice Development Manager will coordinate the delivery and development of SNAICC sector and practice development programs for organisations and staff in early childhood and child and family welfare services across Australia. In particular, the Sector and Practice Development Manager will be responsible for the delivery and management of projects to a high standard within timelines and budgets. The Manager will provide leadership and management to grow and optimise the operations of the SNAICC Sector and Practice Development team.</p> <p><i><b>This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic).</b></i></p> |   |
| <b>Organisational Context</b>  | <p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and well-being. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> <li>• Research and policy development, with high-level leadership, policy papers and sector representation</li> <li>• Training and resource design, development and delivery including topics such as early childhood development, family violence,</li> </ul> |

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|                                | <p>partnerships, family support, trauma and cultural competency</p> <ul style="list-style-type: none"> <li>• Resource development, communications and publications, and</li> <li>• Support for sector development, membership and networking.</li> </ul>  |
| <b>Reporting Relationships</b> | <ul style="list-style-type: none"> <li>• The SNAICC Sector and Practice Development Manager reports to the CEO.</li> <li>• The SNAICC Sector and Practice Development Manager will support and supervise the Sector and Practice Development team, and at times interns, students or volunteers.</li> </ul>   |
| <b>SNAICC Funding</b>          | SNAICC is primarily government funded. SNAICC also receives income from non-government philanthropic and partner organisations for different projects.  |
| <b>Organisation Operations</b> | <ul style="list-style-type: none"> <li>• The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks.</li> <li>• SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</li> <li>• Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.</li> </ul>   |
| <b>Key Duties</b>              | <p><b>Major Duties</b></p> <ol style="list-style-type: none"> <li>1. Provide leadership in the analysis of policy, legislative and funding changes to identify the associated practice risks and implications, and inform the design of programs that will improve practice and reduce risk.</li> <li>2. Provide leadership in the design, delivery, management and evaluation of projects across the entire project cycle.</li> <li>3. Manage budgets and resources to optimise productivity, ensure compliance with contracted deliverables and contribute positively to the on-going sustainability of SNAICC.</li> <li>4. Lead and coordinate the development of appropriate Sector and Practice Development responses to identified issues or specific requests including the development of proposals, projects or training programs through engagement with senior leadership of external organisations.</li> <li>5. Manage and lead the SNAICC Sector and Practice Development team to optimise performance, maintaining a positive culture and a consistent style and quality of work.</li> <li>6. Seek partnership funding for the development of new projects, resource materials and training consistent with the SNAICC Strategic Plan, and Sector and Practice Development priority areas.</li> <li>7. Write reports, articles, stories, newsletter items and conference presentations on the work of the Sector and Practice Development team for broad circulation, including the SNAICC website, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials.</li> </ol> |

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|  | <ol style="list-style-type: none"> <li>8. Manage and support the work of the SNAICC Sector and Practice Development Sub Committee to provide advice on the cultural relevance and content of resource materials, publications and projects.</li> <li>9. Review and actively monitor the relevance and currency of all SNAICC materials and resources to ensure that they are fit for purpose, including the establishment of licencing arrangements with approved third parties to commercialise SNAICC training products.</li> <li>10. Develop project plans, partnership agreements and funding contracts as may be required for the implementation of Sector and Practice Development projects and activities. Prepare and submit acquittal reports for funding bodies as required.</li> </ol> <p><b><u>Quality assurance and evaluation</u></b></p> <ol style="list-style-type: none"> <li>1. Develop and refine quality assurance processes to ensure the cultural relevance, quality, usefulness and suitability of all training and resource products for use by diverse services and in a wide range of local community contexts.</li> </ol> <p><b><u>Common duties shared with other SNAICC staff</u></b></p> <ol style="list-style-type: none"> <li>1. Contribute to SNAICC internal planning processes including staff meetings, staff training and development activities and SNAICC policy development.</li> <li>2. Contribute to the planning of major SNAICC events and activities including the SNAICC AGM, SNAICC conferences, SNAICC policy and practice forums, SNAICC Board and Council meetings, NAIDOC activities and National Aboriginal and Islander Children’s Day</li> <li>3. Other duties as directed by the CEO</li> </ol> |
| <p><b>KEY SELECTION CRITERIA</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to analyse policy and legislative changes, determine the associated practice risks and implications, and design projects that will improve practice and reduce risk.</li> <li>2. Demonstrated ability to design, deliver, manage and evaluate projects across the entire project cycle.</li> <li>3. 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.</li> <li>4. Demonstrated expertise, experience and qualifications in at least one of the following areas: Early Childhood Education; Child and Family Welfare; and Community Services Management, Governance and Public Administration.</li> <li>5. Demonstrated experience and ability to manage and provide leadership to a diverse team spread over multiple locations to build and maintain a positive culture and a consistent style and quality of work.</li> </ol> |  |

6. Broad knowledge and a deep 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.
7. Experience working in or with Aboriginal and Torres Strait Islander children and family services, and with Aboriginal and Torres Strait Islander staff and management.
8. Excellent interpersonal and verbal communication skills as well as excellent written skills.

#### **FURTHER INFORMATION AND CLOSING DATE**

Applications are required by **6.00 p.m. AEST on Monday, 14 January 2019.**

Applications must include:

- A brief **cover letter** outlining why you are applying for the position
- Written responses to how you meet each of 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 a National Police Check. Please email applications and initial inquiries to:  
[tanya.wells@snaicc.org.au](mailto:tanya.wells@snaicc.org.au)

For general information about SNAICC, visit the SNAICC website.

For specific questions about the role please contact:

Emma Sydenham, Acting CEO on **03 9489 8099** or **0415188990**.