

Position Description

Director Nest and Nurture

Reports to: Executive Director Child Development

Business Unit: Child
Development

SNAICC Level: DR

FTE: 1

Direct Reports: up to 7

Position summary

The Director Nest and Nurture is responsible for establishment of the National Nest and Nurture four year program. This role will sit within SNAICC's Child Development unit and be responsible for the extended feasibility of the intervention, including the establishment of implementation of the systems, practices, resources and partnerships needed to provide both 'nest' and 'nurture' supports to new and growing ACCO services.

With the collaboration and guidance of Regional Advisory Councils and the Operator Board, this position will direct work to eliminate a range of systemic barriers which have historically hindered the establishment of ACCO-led services will guide the program to establish regional hubs. The work will support both new and existing ACCO services through nesting functions (business operations and regulatory compliance) and nurturing functions (continuous quality improvement and cultural responsiveness). The position will also oversee and support local workforce solutions, and seek opportunities to link the Nest and Nurture Operator to the Workforce Innovation Fund. The director will also be responsible for managing staff, high level reporting as well as establishing relationships and networks within the sector.

The position will sit within the Child Development Business Unit, and report into the Director Child Development.

SNAICC Child Development Unit aims to represent, build, and grow the community-controlled early childhood education and care (ECEC) sector across the country. The unit works to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The team manages partnerships, sector and membership engagement and delivers targeted workforce, training and support activities, tailored to the service profiles and operating context of organisations. The Unit also strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being. This is facilitated through various programs including Connected Beginnings and CCCFR, National Workforce, Inclusion & Accessibility and Early Years Support across NSW, SA, QLD, VIC and WA.

Key responsibilities

Key Responsibilities:

- Establish and sustain strong partnerships with jurisdictional peaks, land councils, and major ECEC providers will enhance operational efficiency and long-term sustainability.
- Lead the delivery and be responsible for the aspirations and agreed deliverables of the Nest & Nurture project.
- Develop, create and manage the application of mechanisms to advocate for policy and system changes.
- Manage the delivery of network and other meetings, including with Regional Advisory Councils (RACs), Nest and Nurture Operator Board and Stakeholder reference group.
- Identify, and develop funding opportunities and partnerships with state governments and philanthropic bodies.
- Manage reporting for Nest and Nurture.
- Manage and support national Nest and Nurture staff
- Develop implement and track plans that support the responsiveness to local needs while maintaining strategic oversight.
- Attend all governance meetings as required.
- Drive innovation, including over time expansion to other models of Aboriginal early years services and the development of new Aboriginal early learning services.
- Identify and create agreement for a sustainable pathway forward for the initiative including but not limited to identifying sustainable revenue sources.
- Design and implement a business plan for the program.
- Periodically review and improve processes to achieve service objectives.
- Manage the feasibility, timelines, resources, budgets and quality and effective completion of all deliverables.
- Lead the Nest and Nurture team to embed capacity and provide the supportive scaffolding required by new, small or vulnerable ACCO services.

Quality and Compliance

SNAICC Competency Framework

1. Organisational Awareness & Professionalism

- 1.4.1 Organisational Awareness
- 1.4.2 Time management
- 1.4.4 Taking responsibility
- 1.4.5 Problem solving

3. Communication & Relationship Skills

- 3.4.2 Written Communication
- 3.4.3 Verbal Communication
- 3.4.5 Interpersonal skills

4. Leadership & Teamwork

- 4.4.2 Strategic focus
- 4.4.3 Team dynamics

2. Community & Interagency Relations

- 2.4.1 Networks & Stakeholders
- 2.3.2 Community
- 2.4.3 Partnerships & Collaboration
- 2.4.4 Community & Sector Knowledge

5. Resources, Assets & Sustainability

- 5.4.1 Revenue raising
- 5.4.2 Financial management
- 5.4.5 Sustainability

8. Program & Contract Management

- 8.4.1 Program development
- 8.4.2 Program management
- 8.4.3 Contract management
- 8.4.4 Achieving results

9. Risk Management, workplace safety & quality

- Strategic advice, facilitation and problem solving.
- Provide strategic advice to participating Aboriginal early learning services, and support problem solving and development of solutions.
- 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.
- Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.

- 9.3.1 Strategy
- 9.3.2 Quality
- 9.3.3 Risk Management

Common duties shared with other SNAICC staff

- 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.

Significant relationships:

External

- Aboriginal & Torres Strait Islander Early Years Services
- Relevant peak bodies
- Funding bodies (govt & non-govt)
- SNAICC's membership

Internal

- Policy and Research Team members
- SNAICC Business Units: Office of the CEO; Programs; Child Development; Policy and Research

Key selection criteria

Knowledge & experience

- Broad knowledge and 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.

- Experience liaising with ACCO's and communicating with Aboriginal and Torres Strait Islander communities, children and families in culturally safe ways.
- Strong leadership skills and significant experience in a senior management position, including:
 - strategic leadership of an organisation and staff
 - development of strategic, business, project and operational plans and development
 - high level reporting and communication skills
- Demonstrated understanding of systemic barriers which have historically hindered the establishment of ACCO-led services
- Knowledge of workplace obligations and experience in leading and cultivating workplace practices and behaviours that promote, support, and maintain a safe, healthy, equitable, diverse, and respectful workplace. Strong experience establishing and maintaining effective collaborative professional relationship and partnerships with a broad range of stakeholders across non-government, government, philanthropic, and Aboriginal and Torres Strait Islander community.
- Well developed advocacy skills, including the ability to engage with and influence government.
- Excellent written communication and report writing skills
- Outcomes oriented and capacity to deliver meaningful results while valuing culture, difference, and diversity.
- Working knowledge of early childhood education and care (ECEC) policies and the service operational context in Australia, or the capacity to develop this quickly.

Qualifications & requirements

- Relevant tertiary qualifications and/or experience in professional leadership positions for 10+ years in a related field.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.
- Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.

Who we are

SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia.

Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan 2025-2028](#).

Our shared values

- **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 & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & 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.

Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- 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.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, 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 and provide information, instruction and coaching.

Acknowledgement of incumbent

I have read and understood the requirements of the position.

Name:

Signature:

Date: