

Position Description

Manager Workforce Innovation Fund

Reports to: Relevant Director	Business Unit: Child Development
SNAICC Level: 8	FTE: 1
	Direct Reports: up to 3

Position summary

The Manager Workforce Innovation Fund (WIF) is responsible for driving the Workforce Innovation Fund strategy and aims to build the capacity of Aboriginal and Torres Strait Islander Early years sector and educational industry to have high accessible quality training. This role will sit within the Workforce Innovation Fund team of SNAICC's Child Development unit and report to the relevant Director.

The Manager Workforce Innovation Fund works to build partnerships with stakeholders, mainstream, non-government sector to ensure culturally safe opportunities for educators. This includes developing strategic partnerships with VET providers and Aboriginal and Torres Strait Islander community-controlled registered training organisations (ACCRTOs), fostering local pathways into qualifications alongside non-educational skills in governance, leadership, and cultural curriculum.

The incumbent plays a critical role in providing representation and leadership in workforce development, service integration and policy 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:

- Developing relationships with local communities, ACCO's, ECEC's and throughout the sector
- Maintain commitment to self-determination and community leadership.
- Coordinate and facilitate:
 - Meetings with external stakeholders, including government, RTO's and ACCOs
 - Workshops with key stakeholders, including government and ACCOs, education providers
- Drive reporting for Workforce Innovation Fund
- Provide expert feedback on the evaluation of education services through:
 - Collection of data
 - Analysis and interpretation of community needs relating to workforce development
 - Analysis and interpretation of known workforce gaps experienced by the ACCO ECEC's service provider/s including processes put in place to mitigate and resolve, lessons learned, and the effectiveness of governance arrangements in place.
- Attend all governance meetings as required.
- Periodically review and improve processes to achieve service objectives.
- Manage timelines, resources, and the quality and effective completion of all deliverables.
- Influencing and advocating for the EYS States and Territories sector to use qualifications pathways opportunities from all states and territories incentives.
- Provide expert advice and advocate for reform initiatives aimed at legislative changes to drive advancements in the Early Childhood Education and Care (ECEC) sector, enhancing overall service delivery and workforce effectiveness.
- Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.

SNAICC Competency Framework

1. Organisational Awareness & Professionalism

- 1.3.1 Organisational Awareness
- 1.3.2 Time management
- 1.3.4 Taking responsibility
- 1.3.5 Problem solving

3. Communication & Relationship Skills

- 3.4.2 Written Communication
- 3.3.3 Verbal Communication
- 3.3.5 Interpersonal skills

4. Leadership & Teamwork

- 4.4.2 Strategic focus
- 4.4.3 Team dynamics

2. Community & Interagency Relations

- 2.3.1 Networks & Stakeholders
- 2.3.2 Community
- 2.4.3 Partnerships & Collaboration
- 2.4.4 Knowledge of community

5. Resources, Assets & Sustainability

- 5.4.1 Financial management

8. Program & Contract Management

- 8.4.1 Program development
- 8.4.2 Program management
- 8.3.3 Contract management
- 8.3.4 Achieving results

- Documentation of effective service lead strategies and approaches to training, professional development and leadership progression to share across the sector and to education institutions and mainstream services.
- Guide and advise the State and Territories in the Early Years Sector in developing and executing workforce development plans that align with the national ECEC workforce development strategy, ensuring scalable and impactful outcomes.
- Innovate and identify targeted strategies and initiatives that empower the sector in the implementation of the ECEC national quality standard, ensuring adherence to all seven quality areas and promoting excellence in service delivery.
- Establish relevant national partnerships with industry bodies, sector leaders, tertiary, TAFE and other educational institutions.
- Foster collaborative efforts with partner organisations that enhance workforce development initiatives across the ECEC landscape.

Quality and Compliance

- Provide strategic advice, facilitation and complex problem solving to communities and services
- Assist services being established to adhere to National Quality Standards
- 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.

Common duties shared with other SNAICC staff

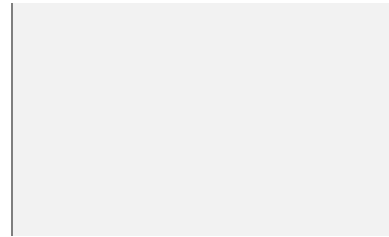
- Contribute to SNAICC internal planning processes including

9. Risk Management, workplace safety & quality

- 9.3.1 Strategy
- 9.3.2 Quality
- 9.3.3 Risk Management
- 9.3.5 Legislation and compliance

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, community leaders, children and families in a culturally safe way.
- Extensive experience in workforce development advocacy, including development of policies and procedures and development of national training plans for targeted skills enhancement and cultural competency.
- Demonstrated understanding of systemic barriers which have historically hindered the establishment of a developed workforce in ACCO-led ECEC 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 in establishing and sustaining 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.
- Well-developed 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

- Considerable relevant experience and/or tertiary qualification
- 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: