

Position Description

Senior Project Officer

Reports to: Manager Workforce Innovation Fund	Business Unit: Child Development
SNAICC Level: 6	FTE: 1
	Direct Reports: 0

Position summary

The Senior Project Officer will be responsible for facilitating and leading sector engagement, building relationships with community and government stakeholders, and developing grant guidelines and assessment process.

The Senior Project Officer will have strong knowledge of the Aboriginal and Torres Strait Islander early years, as well as ECEC quality and regulatory landscape.

This role requires strong organisation, communication, relationship building and project management skills with both internal and external stakeholders. The Senior Project Officer will be responsible for planning and supporting the Manager Workforce Innovation Fund.

As part of the Child Development team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, The Senior Project Officer reports to the Manager Workforce Innovation Fund and works closely across the Child Development teams.

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

SNAICC Competency Framework

With guidance from the Manager Workforce Innovation Fund:

- Create and refine a set of grant guidelines and effective assessment process.
- Foster strong connections with various stakeholders,

Organisational Awareness & Professionalism

- 1.2.1 Organisational Awareness
- 1.2.2 Time management

including service providers, community organisations, and partner agencies.

- Maintain accurate project records to the standard required for audit and compliance.
- Write reports, articles, stories, newsletter items and conference presentations on the work of Workforce Innovation Fund for broad circulation, including the SNAICC website, SNAICC newsletter, relevant conferences, forums, funders, and meetings with senior government officials.
- Contribute to and provide timely feedback on the evaluation of services through collection of data; analysis and interpretation of trends relating to service provision; analysis and interpretation of known risks and issues experienced by the ECEC ACCO service providers; and processes put in place to mitigate and resolve, identification of any lessons learned, and effectiveness of governance arrangements in place.
- Provide support to ACCO ECEC's, work collaboratively to identify, through community consultation, ways to build capacity and successfully operate and deliver new services where appropriate.
- Maintain and establish relevant national partnerships with industry bodies, sector leaders, and other relevant organisations.
- Support the identification of training and capacity building needs of the Aboriginal and Torres Strait Islander community-controlled sector through engagement both internally within SNAICC and externally with the sector.
- Initiate and lead sector engagement activities as required.

Quality and Compliance

- 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.

1.3.4 Taking Responsibility

2. Community and Interagency Relations

2.2.1 Networks and Stakeholders

2.3.2 Community

2.3.3 Partnerships and collaboration

2.3.4 Knowledge of community

2.2.5 Social justice

3. Communication & Relationship Skills

3.2.1 Advocacy

3.3.2 Written communication

3.2.3 Verbal Communication

3.2.3 Public speaking

3.2.5 Interpersonal skills

4. Leadership & Teamwork

4.2.1 United vision

4.2.2 Strategic focus

4.2.3 Team Dynamics

6. Service Delivery

6.2.1 Reflective practice

6.2.2 Knowledge of Sector Issues

6.2.3 Stakeholder outcomes

6.2.4 Diversity

8. Program & Contract Management

8.2.1 Program development

8.2.2 Program management

9. Risk Management, Workplace Safety & Quality

9.2.1 Strategy

9.2.2 Quality

9.2.3 Risk management

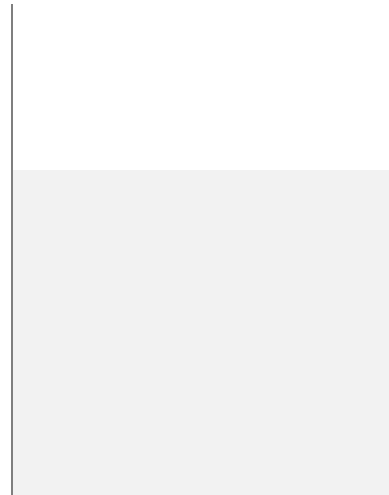
9.2.4 Health Safety

Wellbeing

- 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 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

- Contracting organisations and funding bodies
- Commonwealth, State and Territory Governments
- SNAICC’s membership
- SNAICC Board & Council
- ACCO’s
- Education services e.g., tertiary, TAFE, of Department Education

Internal

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

Key selection criteria

Knowledge & experience

- Broad knowledge and a understanding of issues impacting Aboriginal and Torres Strait Islander children and families, with a commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people, including community leaders.
- Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, research papers and briefings.
- Experience in project management, including project planning, implementation, and monitoring and evaluation processes.
- Experience in grant management, applications or a related field.
- Strong attention to detail to ensure accuracy and compliance regarding grant processes.

- Demonstrated capacity to establish and maintain partnerships, lead sector engagement and work collaboratively in the design and implementation of activities.
- Excellent interpersonal and verbal communication skills.
- Ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.
- Demonstrated knowledge of the National Quality Framework in the context of achieving cultural development and competency in the early childhood and education sector.
- Experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines.
- Can demonstrate strategic understanding of, and experiences in, the principles and practice of Aboriginal and Torres Strait Islander community control and self-determination.

Qualifications & requirements

- Relevant tertiary qualifications and/or extensive professional experience in a related field such as Early Childhood Education Systems.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.
- 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

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](#).

of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

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: