

Position Description

Executive & Team Assistant

Position summary

The Executive & Team Assistant will provide high level administration and project support to the Executive Director Programs and broader team to manage the day-to-day operations of the business unit. This includes calendar and inbox management, coordinating workflow in and out of the unit, booking travel and coordinating meetings with internal and external stakeholders. The role requires strong administrative and project support skills with both internal and external stakeholders.

As part of the Programs team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Executive & Team Assistant reports to the Executive & Team Assistant and works closely across the Programs teams.

SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sector across the country.

The Programs Unit works to establish partnerships, provide guidance, and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being.

Key Responsibilities

Executive and Team Administration Support

- Provide high level executive/administration support to the Executive Director Programs including calendar and inbox management, travel booking and general administrative support.
- Assess and prioritise incoming work and correspondence to support the Executive Director Programs to allocate tasks across the team.
- Develop and implement workflow management processes to ensure clear, transparent and efficient tasking and approval of the business unit's work.
- Lead 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.
- Where required, provide administrative support for meetings including setting meeting agendas, collating papers, taking actions and scribing.
- Ensure the relevant Director has all required documentation (e.g. agendas, meeting papers, action lists, slide decks, correspondence) in preparation for meetings, conferences and presentations.
- With support from the Executive Director, draft responses to correspondence.
- Act as a point of contact between internal and external stakeholders.

SNAICC Competency Framework

- 1. Organisational Awareness & Professionalism**
 - 1.2.1 Organisational Awareness
 - 1.2.2 Time management
 - 1.1.3 Ethics
 - 1.1.4 Taking Responsibility
 - 1.2.5 Problem solving
- 2. Community and Interagency Relations**
 - 2.1.1 Networks and stakeholders
 - 2.1.5 Social Justice
- 3. Communication & Relationship Skills**
 - 3.2.2 Written communication.
 - 3.2.3 Verbal Communication
 - 3.2.5 Interpersonal Skills
- 5. Resources, Assets & Sustainability**
 - 5.1.2 Financial management
 - 5.2.3 Procurement
- 6. Service Delivery**
 - 6.1.2 Knowledge of Sector Issues
 - 6.1.3 Stakeholder Outcomes
 - 6.1.4 Diversity

- Track workflow and priorities across the Programs team to ensure deadlines are met and approval processes are followed. - Support the team with business unit planning and reporting including developing templates, managing filing and tracking deadlines for reporting requirements. - Research, collate and provide feedback to the management team on business processes and improvement initiatives. - Work collaboratively with administrative staff across SNAICC to ensure coordinated scheduling and standardised processes across the organisation. - Maintain clear, efficient and appropriate filing and records management processes.	8. Program and Contract Management 8.1.1 Program development 8.1.4 Achieving results
Safety and Wellbeing - 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. - Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.	9. Risk Management, Workplace Safety & Quality 9.1.1 Strategy 9.1.2 Quality 9.1.3 Risk Management 9.1.4 Health Safety Wellbeing
Common duties shared with other SNAICC staff Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC priorities and functions.	4. Leadership and Teamwork 4.2.1 United Vision 4.1.2 Strategic focus 4.2.3 Team Dynamic 4.1.4 Conflict Management 4.1.5 Diversity in team and supports colleagues
Significant relationships	
EXTERNAL - Partner and stakeholder organisations - Funding bodies (govt & non-govt) - SNAICC's membership	INTERNAL - Executive Director Programs and Management Team - Chief Executive Officer and Executive Team - Programs Team members - SNAICC Business Units: Office of the CEO; Programs; Policy and Research, Child Development - Project Support Officers across SNAICC

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.
- Highly proficient in coordinating administrative tasks
- Demonstrated experience providing executive support including managing calendars and travel schedules and responding to ad hoc requests.
- Strong relationship building skills including the ability to work with a range of stakeholders with diverse working styles.
- Excellent interpersonal, verbal, and written communication skills.
- Proficient with suite of Microsoft Office programs.
- Exceptional organisational skills including the ability to manage competing priorities to meet deadlines.

- Strong problem-solving skills including an ability to develop and implement processes and streamlined ways of working.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.

Qualifications & requirements

- Relevant qualifications or experience in office or business administration.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.

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.



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: