

Position Description

Position Title:	Inclusion and Accessibility Project Manager	Business Unit:	Programs
Classification:	(SCHADS Award) Level: 8	Reports to:	National Director Early Years Support
SNAICC above award salary:	SNAICC Scale: 8.1 – 8.4	No. Direct Reports:	1-2
Employment Type:	Fixed Term – 24 months	FTE:	1.0
<p>Established in 1981, SNAICC – National Voice for our Children is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC’s vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.</p> <p>We work to amplify the voice of community and the sector for the fulfilment of the rights of our children.</p> <p>SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well- being sectors.</p> <p>SNAICC plays a key role in the following areas:</p> <ul style="list-style-type: none"> • <u>Community and sector voice:</u> SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects; • <u>Research, policy and leadership:</u> SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice; • <u>Sector development:</u> SNAICC works with and supports the sector to enhance the quality, access and sustainability of services. 			
Business unit	<p>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.</p>		

Position Summary:	The Inclusion and Accessibility Project Manager is focused on strengthening the capacity, confidence and knowledge of Aboriginal and/or Torres Strait Islander families, parents and carers of children with newly identified disabilities and/or emerging developmental concerns. The position aims to empower families to better recognise and understand these concerns and to increase their awareness of available services and supports. It will offer provide information, nuanced and foundational support, and ensure families can engage with ACCO's.
--------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Position Characteristics:	Scope:	The Inclusion and Accessibility Project Manager will report to the National Director Early Years Support. This position will work in partnership with mainstream organisations and other SNAICC business units, as well as State/Territory Peaks and ACCOs to implement and deliver on Partnership and collaboration agreement commitments.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • SNAICC's membership • Members of other SNAICC teams: Programs, Policy & Research; Office of the CEO • First Peoples Disability Network
	Special Conditions:	<p>Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.</p> <p>Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.</p>
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<p>Operational</p> <ul style="list-style-type: none"> • Assist ACCO's to be able to build their capability to identify, respond to, and support children with disability and/or developmental delays. • Participate in Partnership meetings with external stakeholders • Developing ACCO's, early childhood education and care (ECEC) and the workforce's knowledge and confidence by building their capability to identify, respond to, and support children with emerging disabilities and/or developmental delays. • Continue to grow and evolve the strategy and workforce development program based on service needs. • Collaborate with ACCO early-years services to help create, expand, or refine disability-related supports, services and resources within their communities. • Establish partnerships with training providers to coordinate and facilitate access to training • Develop strong positive relationships with ACCO's and early childhood education and care (ECEC) 	<p>1. Organisational Awareness & Professionalism</p> <p>1.3.1 Organisational Awareness 1.3.2 Time management 1.3.4 Taking Responsibility 1.2.5 Problem solving</p> <p>2. Community and Interagency Relations</p> <p>2.3.4 Community and Sector Knowledge 2.3.2 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community 2.1.5 Social justice</p> <p>3. Communication &</p>

<ul style="list-style-type: none"> • Identify culturally appropriate training and professional development opportunities, including identifying bespoke training needs • Facilitate and coordinate provision of appropriate and accredited training for staff • Consult with ACCOs • Partner in the design and development of protocols and resources to strengthen partnerships with jurisdictional peaks and ACCO capacity and service delivery. • Identify strategies to enhance the training and capacity building needs of partner service delivery staff and ACCOs. • Provide coaching and support to lead Aboriginal and Torres Strait Islander staff in partnership organisations to assist in partnership capacity building activities across Australia with State/Territory peaks and ACCO's. • Manage the deliverables and reporting requirements for SNAICC's partnership with partners. • Link with partners in the development of collection, recording and evaluation information and providing evaluation reports • Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls etc. 	<p>Relationship Skills</p> <p>3.3.2 Written communication</p> <p>3.3.3 Verbal Communication</p> <p>3.3.5 Interpersonal skills</p> <p>6. Service Delivery</p> <p>6.2.1 Reflective practice</p> <p>6.3.2 Knowledge of Sector Issues</p> <p>6.2.3 Stakeholder outcomes</p> <p>6.3.4 Diversity Quality</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development</p> <p>8.3.2 Program management</p> <p>8.3.3 Contract management</p> <p>8.4.3 Achieving results</p>
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • 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. • Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. • Identify and seek appropriate resources to support staff health and wellbeing. 	<p>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.1 Strategy</p> <p>9.3.3 Risk Management</p> <p>9.3.1 Health Safety Wellbeing</p>
<p>Leadership and Team management</p> <ul style="list-style-type: none"> • Establish, implement, and oversee teamwork plans, and project plans for the effective development, implementation and review of team priorities and projects. • Communicate effectively with team members and lead the creation of a positive team culture. • Lead and develop staff skills set, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement. • Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct. • Identify support required such as logistics support to improve accessibility and inclusion • Gather stories of best and emerging practice and support sharing of information to help build learnings, insights and practical applicability of improved practices 	<p>4. Leadership & Teamwork</p> <p>4.3.1 United vision</p> <p>4.4.2 Strategic focus</p> <p>4.3.3 Team Dynamics</p> <p>4.4.4 Conflict management</p> <p>4.3.5 Diversity/different styles</p>

<ul style="list-style-type: none"> Facilitate regular opportunities for Aboriginal and Torres Strait Islander early years services, ACCO's and families to gather, connect and learn including face-to-face and on-line options. Other duties as required. 		
Quality and Compliance <ul style="list-style-type: none"> 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. Risk Management, Workplace Safety & Quality 9.3.2 Quality
Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Assist in the evaluation of projects, activities, and functions of SNAICC. Arrange for the distribution and promotion of resources and publications where applicable. 		1. Organisational Awareness and Professionalism 1.1.1 Organisational Awareness 1.1.2 Time Management 1.1.5 Problem solving
Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> Broad knowledge and understanding of human rights and 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. Demonstrated understanding and knowledge of children with disability and/or emerging developmental delay, and the intersection of such with the needs and aspirations of Aboriginal and Torres Strait Islander children and families Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle. Extensive networks, partnerships, and relationships across State/Territory peaks at a senior level and ability to provide links to those agencies. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence- based reports, submissions, and briefings. Demonstrated ability to lead the design, develop and deliver trauma informed training programs and resources with both Aboriginal and Torres Strait Islander people and organisations, and mainstream organisations. 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. Ability to work with sensitive and commercial information of partners and maintain confidentiality.

		<ul style="list-style-type: none">• Extensive experience and demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.• Demonstrated capacity to develop and implement sector and workforce development strategies focused on early childhood, accessibility and inclusion.• Demonstrated capacity to establish and maintain effective collaborative professional relationship and partnerships with a broad range of stakeholders across non-government, government, philanthropic, and Aboriginal and Torres Strait Islander community.• Outcomes oriented, ability to work independently and deliver meaningful results while valuing culture, difference and diversity.										
	Qualifications and requirements	<ul style="list-style-type: none">• Qualifications or extensive experience in relevant fields.• Employee Working with Children Check (WWCC)• Current police check (no older than three months)• Current Driver’s License										
	Values	<table><tr><td>Cultural Safety</td><td>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.</td></tr><tr><td>Collaboration & trust</td><td>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</td></tr><tr><td>Respect and kindness</td><td>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</td></tr><tr><td>Accountability and integrity</td><td>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</td></tr><tr><td>Staff Wellbeing</td><td>We are committed to the wellbeing of our staff.</td></tr></table>	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 judgement and give people the benefit of the doubt.	Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	Accountability and 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.
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 judgement and give people the benefit of the doubt.											
Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.											
Accountability and 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.											

Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> • Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors • Comply with 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, provide information, instruction and coaching
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position.</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>

