

Position Description

Senior Project Officer Workforce Development

Reports to: Director Early Years Support
SNAICC Level: 6

FTE: 1

Business Unit: Programs
Direct Reports: N/A

Position summary

The Senior Project Officer will support SNAICC as it undertakes action and adopt approaches to attract and retain a diverse early childhood workforce in regional, rural and hard to staff locations. This role will also support and capacity building of the Aboriginal Community Controlled sector.

The role will also seek to build the capacity of leaders in ACCO-led and non-ACCO-led early education services operating in Aboriginal communities. Additionally, broader culturally appropriate professional learning opportunities will be provided for the services and their 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 wellbeing.

Key responsibilities

- Under guidance of the Director, establish and deliver workforce attraction and retention strategy to improve the ECEC workforce attraction and retention throughout the regional ECEC workforce.
- Contribute to an increase in cultural safety, wellbeing and mental health within ECEC workforce by partnering with services to support:
 - o provision of quality, culturally responsive professional learning and development for staff
 - o supporting current and future leadership through access to quality, culturally responsive and leadership-specific growth and learning opportunities.

SNAICC Competency Framework

1. Organisational Awareness and Professionalism
 - 1.3.1 Organisational Awareness
 - 1.3.2 Time Management
 - 1.3.4 Ethics
 - 1.4.4 Taking responsibility
 - 1.3.5 Problem solving
2. Community and Interagency Relations
 - 2.3.2 Community
 - 2.2.2 Partnerships & collaboration

- Manage South Australia's professional development(PD) schedule for EYS project participants.
- Develop a PD schedule using a blend of external and internal facilitators aligned to EYS participants needs.
- Link with National webinar coordinator and support and promote national webinar schedule for SA EYS project participants.
- Promote and raise awareness of opportunities with EYS participants and EYS staff.
- Establish trusting professional relationships with staff at participating organisations.
- Liaise with EYS staff to identify need within EYS services to identify EYS workforce learning needs, trends and themes.
- Through state colleagues, offer supports for EYS Services including workforce capability plans.
- Explore opportunities to strengthen EYS participant service provision by building workforce capability and sustainability including but not limited to services that support recruitment, and retention of workforce.
- Build relationships with key stakeholders particularly at regional state-wide and National level.
- Preparing detailed written reports on outcomes of strategy.

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.
- Actively participate in internal and external audits with responsibility for compliance

Common duties shared with other SNAICC staff

- 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.

2.3.4 Knowledge of community
2.2.5 Social Justice

3. Communication & Relationship Skills
3.2.2 Written communication
3.2.3 Verbal Communication
3.2.5 Interpersonal skills

6. Service Delivery
6.3.1 Reflective Practice
6.2.2. Knowledge of sector issues
6.2.3 Stakeholder outcomes

9. Risk Management, Workplace Safety & Quality
9.1.1 Strategy
9.1.2 Quality
9.2.3 Risk Management

Significant relationships:

External

- ACCO/ECEC's
- State and Federal Govt. agencies

Internal

- EYS employees
- Members of other SNAICC teams: Programs, Policy & Research and Office of the CEO

Key selection criteria

Knowledge & experience

- Proven experience in engaging with ACCO's/ECEC services
- Skilled in applying coaching and mentoring practices to support ACCO leaders throughout the lifecycle of growth plans, from inception to completion.
- Experience in providing culturally responsive guidance to ACCO staff and leaders, ensuring alignment with community values and needs.
- Capacity to co-design and deliver training and support programs that enhance the leadership and operational capabilities of ACCO ECEC services.
- Proven ability to liaise effectively with state and federal government agencies.
- Strong interpersonal and communication skills, with capacity to develop strategic partnerships with jurisdictions and stakeholders, fostering collaborative efforts to enhance ACCO service provision.
- Experience in conducting community consultations to assess needs, gather insights, and co-design solutions.
- Skilled in preparing reports.
- Broad knowledge and a solid 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.

Qualifications & requirements

- Extensive experience in engaging with ACCO's, ECEC's or other relevant areas.
- 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 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](#).

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: