



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Suite 8, First Floor,
 252-260 St Georges Road
 North Fitzroy VIC 3068

Position Description

Job Title:	SNAICC Senior Policy & Research Officer
Reporting To:	SNAICC Manager, Social Policy & Research
Terms and Conditions:	<ul style="list-style-type: none"> • Full-time, 12-month contract position based in Melbourne (potential for permanent position subject to funding) • Salary range between \$77,000-\$85,000 depending on experience plus 9.5% superannuation • SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals entertainment/accommodation & venue hire subject to Government regulations) • All SNAICC positions are subject to funding • All SNAICC Staff are subject to an initial six-month probationary period. Other terms and conditions are in line with the Social and Community Services Award and SNAICC's internal policies

Overview of role

- The SNAICC Senior Policy & Research Officer will support SNAICC's policy outcomes by enhancing the research and policy development capacity of SNAICC. They will provide high-level evidence-informed policy analysis of issues relating to SNAICC's objectives and the rights and needs of Aboriginal and Torres Strait Islander families and children.
- The Officer will research and draft high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and media releases spanning the early childhood development, child and family welfare, and child rights fields.
- A significant component of this role includes project management of often large, complex, and multi-site policy and research projects focused on supports for Aboriginal and Torres Strait Islander children and families.
- The Officer will provide secretariat support to national Aboriginal and Torres Strait Islander working groups and committees that are convened or supported by SNAICC.
- The role of SNAICC Senior Policy & Research Project Officer reports to the SNAICC Manager, Social Policy & Research and works closely with the wider SNAICC team, SNAICC Board and Council members and key stakeholders to grow the work of SNAICC to build a strong national voice for Aboriginal and Torres Strait Islander children and their families.
- This opportunity is ideal for an exceptional individual with demonstrated experience in policy and research, an in depth understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and strong commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.

SNAICC strongly encourages Aboriginal and Torres Strait Islander people to apply

Organisational Context	<p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and wellbeing. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and wellbeing sectors.</p> <p>SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • Research and policy development, with high-level leadership, policy papers and sector representation • Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency • Resource development, communications and publications • Support for sector development, membership and networking
Reporting Relationships	<ul style="list-style-type: none"> • The SNAICC Senior Policy & Research Officer reports to the SNAICC Manager, Social Policy & Research • The SNAICC Senior Policy & Research Officer will also liaise as necessary with other office bearers including members of the SNAICC Council policy and research sub-committee, SNAICC's membership and SNAICC's internal management team and the wider community (including Government and NGOs) as needed
SNAICC Funding	<ul style="list-style-type: none"> • SNAICC is primarily government funded • Funding is also obtained from other sources through project submissions, philanthropic contributions and applications to non-government organisations • As with all SNAICC staff, this position is subject to ongoing funding
Organisational Operations	<ul style="list-style-type: none"> • The nature of the Secretariat is team-oriented and all SNAICC staff are expected to take a collaborative approach to assist with performing major tasks • SNAICC staff members take specific responsibility for their work priorities to ensure tasks are completed • Building cooperation between staff and the Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development
Key Duties	<p>Research and Policy Development</p> <ul style="list-style-type: none"> • Conduct individually, or as a member of a small team, policy and research in a range of social policy areas, including Aboriginal and Torres Strait Islander child and family welfare, early childhood, and child and Indigenous rights. • Conduct consultation and literature-based research. Write and

	<p>edit policy and research reports for publication or presentation at meetings and conferences.</p> <ul style="list-style-type: none"> • Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services in policy and project focus areas. • Contribute to SNAICC's ongoing policy work including government submissions, internal and external briefings, advocacy material, resource material, newsletter articles, project proposals, presentations and/or media statements to support SNAICC Council members and management. • Provide secretariat support to national Aboriginal and Torres Strait Islander working groups and committees that are convened or supported by SNAICC. • Support the delivery of occasional workshops, forums, and training, as required, to communicate and share SNAICC's policy and project work to support and develop the knowledge base of organisations and professionals working across the sector. • Translate research into accessible resources for SNAICC member services and key stakeholders, including the development of appropriate partnerships, and the design, drafting, development and testing of resources. • Establish project plans for the effective development, implementation and review of projects. • Liaise regularly with the SNAICC Manager, Social Policy & Research in relation to the development and implementation of work plans and individual work plans. • Other duties as directed. <p>Project management of First 1,000 days research project <i>(Note: Two Senior Policy and Research Officer positions are currently available at SNAICC and only one will include the First 1,000 Days research project role)</i></p> <ul style="list-style-type: none"> • Support the establishment of data management systems across the research project sites • Work alongside and support a multi-disciplinary team of research investigators • Contribute to inform research methodology design and support its consistent implementation • Oversee ethics applications • Work collaboratively with a broad range of organisations and stakeholders at community research sites and as part of the broader research project • Provide work task supervision for research assistants • Undertake knowledge dissemination activities, including report writing, academic publications and conference presentations <p>Common duties shared with other SNAICC staff</p> <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.
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- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required

KEY SELECTION CRITERIA

1. 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.
2. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations; and facilitate their involvement in consultations, research and project activities.
3. Strong knowledge and understanding of evidence and best practice on Aboriginal and Torres Strait Islander early childhood development and wellbeing. Particular knowledge on the early childhood education and care sector, and/or child protection and family support sectors is highly desirable.
4. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality evidence-based reports, submission and/or research papers.
5. Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
6. Experience in project management including the ability to work with a project reference group, work within a project work plan and meet deadlines.
7. Ability to facilitate focus groups and workshops, and experience in qualitative research methods.
8. Capacity to work collaboratively with a broad range of organisations and project stakeholders.
9. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.
10. Relevant tertiary qualifications and experience.

FURTHER INFORMATION AND CLOSING DATE

Applications are required by **5.00 p.m. EST on Sunday 28 January 2018.**

Applications must include:

- A brief **cover letter** outlining why you are applying for the position
- Written responses to how you meet each of the **Key Selection Criteria**, including short examples demonstrating your proficiency for each criteria
- A **resume** with your skills, experience and qualifications, relevant to the SNAICC Senior Policy & Research Officer role
- Names and contact details for two or more recent referees

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications and initial inquiries to:

katherine.hinton@snaicc.org.au

For general information about SNAICC, visit the SNAICC website.

For specific questions about the role please contact:

John Burton, Social Policy and Research Manager on **03 9489 8099**.