

Position Description

Position Title:	Senior Policy and Research Officer, Special Projects	Business Unit:	Social Policy & Research
Classification:	(SCHADS Award) Level: 6	Reports to:	Manager, Special Projects
SNAICC above award salary:	SPO 6.1 – 6.4	No. Direct Reports:	N/A
Employment Type:	Fixed Term – 2 year	FTE:	1.0

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.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. 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.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** 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;
- **Research, policy and leadership:** 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;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

Business Unit:	SNAICC's Policy and Research team leads targeted and largescale projects and policy reform agendas to develop legislation, policies, programs and practices that support safety, development and wellbeing for Aboriginal and Torres Strait Islander children. Projects involve close collaboration with Aboriginal and Torres Strait Islander community-controlled organisations, mainstream services, governments, and other peak bodies.
Position Summary:	The primary purpose of this role is to support the establishment and ongoing governance arrangements between SNAICC and the National Centre for Aboriginal and Torres Strait Islander Wellbeing Research, Australian National University Yukaaywa Purrury study.

	<p>Yukaaywa Purrary, means ‘tracking our children’ in Ngiyampaa language, will be a national study aimed to understand and promote strong cultural wellbeing and neural connections and skills for Aboriginal and Torres Strait Islander children and adolescents aged 8-15 years. Yukaaywa Purrary will be used to generate critical evidence needed to inform policy change and improve the wellbeing of Aboriginal and Torres Strait Islander children and adolescents, their families and kinship networks, and extended communities. Yukaaywa Purrary is supported by the Paul Ramsay Foundation, and the Gandel Foundation.</p> <p>The position will have responsibility for directly managing and supporting strategic relationships and governance of two partner organisations (SNAICC and Yukaaywa Purrary Study team) and local Aboriginal Community-Controlled Organisations and people appointed to the governance. This includes leading all aspects of secretariat function including administrative coordination and delivery of meetings, developing papers and briefings and follow up activities; members travel arrangements and logistics, project management, and provision of high level policy and research leadership and support for the study to ensure linkages across SNAICC.</p> <p>The incumbent may also be required to contribute and provide support to other policy and research projects within the team, including, but not limited to, leading research and drafting high-quality policy and research papers, meeting agendas and papers, briefings, reports, submissions, in line with SNAICC’s policy priorities and strategic opportunities.</p>	
Position Characteristics:	Scope:	<p>As part of the Policy and Research team, the incumbent reports to the Manager, Special Projects and works with internal and external stakeholders to deliver key projects on time, within budget and to a high standard to make a positive impact for Aboriginal and Torres Strait Islander children and their families.</p> <p>As part of the principles of the partnership, the role will also maintain regular contact and seek advice from ANU Yukaaywa Purrary Study team aligning with secretariat functions.</p>
	Significant internal/external relationships:	<ul style="list-style-type: none"> • The Australian National University Yukaaywa Purrary Study team • Local Aboriginal and Torres Strait Islander Community Controlled Organisations • National Centre for Aboriginal and Torres Strait Islander Wellbeing Research reference and data governance groups, i.e. Thiitu Tharrmay Aboriginal Reference Group and the Mayi Kuwayu Data Governance Committee • Commonwealth, State and Territory Governments • Members of SNAICC’s Centre of Excellence Expert Advisory Group

		<ul style="list-style-type: none"> SNAICC's leadership including the Board, Council, members of the Early Childhood Care and Development Policy Partnership and the Safe and Supported Aboriginal and Torres Strait Islander leadership group Policy and Research Team members Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; Early Years Support; Connected Beginnings/CCCCFR Expansion; Corporate Services.
	Special Conditions:	Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
	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>With guidance from the Manager, Special Projects</p> <ul style="list-style-type: none"> Establish, implement and maintain all aspects of governance in accordance with the ngiya (governance) on behalf of the Australian National University, Yukaaywa Purrury Study team and SNAICC Manage and deliver of all aspects of secretariat function and associated administrative duties to a high degree, on time and within budget. Develop and maintain a project plan, decision register and issues and risk management register to support ongoing activities and effective overall governance and project management Liaise with SNAICC and Yukaaywa Purrury Study internal communications and stakeholder engagement teams to develop communications materials, relevant study information, and social media content for both internal and external key stakeholders. Develop Yukaaywa Purrury project outputs, research papers and policy reports for broad dissemination to key stakeholders, publications and/or presentations at meetings and conferences (as and when required). Translate Yukaaywa Purrury project outputs, policy and research into accessible resources and information for funding bodies, SNAICC member services and other stakeholders. Attend Yukaaywa Purrury Study team meetings to support and assist in identifying strategic linkages across projects and contribute to relevant deliverables (where appropriate). Work closely with the broader Policy and Research team to contribute to SNAICC's ongoing policy and advocacy work. 	<p>2. Community and Interagency Relations</p> <p>2.2.1 Networks & stakeholders 2.2.4 Knowledge of community 2.2.5 Social Justice</p> <p>3. Communication and Relationship Skills</p> <p>3.2.1 Advocacy 3.2.2 Written communication 3.2.5 Interpersonal skills</p> <p>6. Service Delivery</p> <p>6.2.2 Knowledge of sector issues 6.2.3 Stakeholder Outcomes 6.2.4 Diversity</p> <p>7. Policy and Research</p> <p>7.3.1 Policy development and implementation 7.2.4 Sector Leadership 7.2.5 Research Impact</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development</p>

			8.2.3 Contract Management 8.3.4. Achieving results
Safety and Wellbeing <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 Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. 			9. Risk Management, Workplace Safety & Quality 9.2.1 Strategy 9.2.3 Risk Management 9.1.4 Health Safety Wellbeing
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 			9. Risk Management, Workplace Safety & Quality 9.2.4 Quality
Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, business planning 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. Support the Social Policy & Research business unit by inputting to the development of national strategies and plans for systemic reform to improve services and outcomes for Aboriginal and Torres Strait Islander children and families. 			1. Organisational Awareness & Professionalism 1.2.1 Organisational Awareness 1.2.3 Ethics 1.3.4 Taking responsibility
Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> Broad understanding, experience communicating with, and working effectively with Aboriginal peoples and Torres Strait Islander peoples and have adequate knowledge of both cultures and societies from a historical and contemporary perspective. Knowledge and understanding of complex social, political, cultural, economic and environmental issues brought about by colonisation that continue to impact 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. 	

		<ul style="list-style-type: none"> • Demonstrated ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations through effective stakeholder engagement and ensuring involvement in projects, policies and consultation processes that specifically target or affect Aboriginal and Torres Strait Islander peoples. • Excellent project management skills including the ability to work collaboratively with project stakeholders, develop and implement work plans, develop and maintain a risk register, and meet deadlines. • Excellent secretariat skills including the demonstrated ability to prepare meeting documentation and induction packs, minute taking, travel booking and logistics, and maintaining accurate records. • Excellent writing skills, including demonstrated ability to produce high-quality policy documents, evidence-based reports, submission, and research papers. • Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage. • 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. 	
	Qualifications & Requirements	<ul style="list-style-type: none"> • Degree or other relevant tertiary qualifications or equivalent professional experience • Employee Working with Children Check (WWCC) • Current police check (no older than three months) • Current Driver's License 	
	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 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>