



## Secretariat National Aboriginal and Islander Child Care

### Position Description

<b>Job Title:</b>	<b>SNAICC Policy and Project Officer</b>
<b>Reporting To:</b>	SNAICC Manager, Policy and Resources
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full Time position based in North Fitzroy</li> <li>• Salary Range between \$63,000 to \$68,000 depending on experience plus 9.50% superannuation</li> <li>• SNAICC also offers Salary Packaging (\$16,050 tax free salary component &amp; meals entertainment card)</li> <li>• All SNAICC Positions are subject to funding</li> <li>• Other terms and conditions are in line with the Modern award and SNAICC's internal policies.</li> </ul>

#### Overview of role

The SNAICC Policy and Project Officer will support SNAICC's policy outcomes by enhancing the research and policy development capacity of SNAICC. The SNAICC Policy and Projects Officer 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 SNAICC Policy and Project 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.

The role of Policy and Project Officer reports to the SNAICC Manager, Policy and Resources and works closely with the wider SNAICC team, National Executive members and key stakeholders to continue 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, deep 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 encourages Aboriginal and Torres Strait Islander people to apply. SNAICC provides access to formal training and professional development***

<b>Organisational Context</b>	<p>Formally established in 1981, The Secretariat of National Aboriginal and Islander Child Care (SNAICC) is the national non- government peak body in Australia that represents the interests of Aboriginal and Torres Strait children and families.</p> <p>SNAICC exists to provide a strong voice for and engage in activities that promote the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.</p> <p>SNAICC's key roles on behalf of Aboriginal and Torres Strait Islander children and their families include the development of:</p> <ul style="list-style-type: none"> <li>• Policy, advocacy and representation</li> <li>• Resources, communications and publications</li> <li>• Training and sector development</li> </ul>
<b>Operational Background</b>	<ul style="list-style-type: none"> <li>• The SNAICC Policy and Project Officer is a full-time position based in North Fitzroy.</li> <li>• All SNAICC Staff are subject to an initial six-month probationary period.</li> <li>• As with all SNAICC staff, this position is subject to ongoing funding.</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• The SNAICC Policy and Project Officer will report to the SNAICC Manager, Policy and Resources.</li> <li>• The SNAICC Policy and Project Officer will also liaise as necessary with other office bearers including members of the National Executive policy and research sub-committee, SNAICC's membership and SNAICC's internal management team and the wider community (including Government and NGOs) as needed.</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>• SNAICC is primarily government funded.</li> <li>• Funding is also obtained from other sources through project submissions, philanthropic and applications to non- government organisations.</li> </ul>
<b>Secretariat Operations</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</li> <li>• Building cooperation between staff and the National Executive is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.</li> </ul>
<b>Major Duties</b>	<ol style="list-style-type: none"> <li>1. Conduct individually, or as a member of a small team, policy and research in a range of social policy areas that may include Aboriginal and Torres Strait Islander child and family welfare, child protection, out of home care, child care, early childhood, parenting, child and Indigenous rights, and the historical and social and economic issues affecting Aboriginal and Torres Strait Islander people in Australia.</li> <li>2. Establish project plans for the effective development and implementation of projects.</li> <li>3. Conduct consultation and literature based research, write and edit policy</li> </ol>

	<p>and research reports for publication (including on the web) or presentation at meetings and conferences and make occasional presentations about SNAICC’s policy and project work to internal and external forums including meetings, seminars and conferences.</p> <ol style="list-style-type: none"> <li>4. Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services in policy and project focus areas.</li> <li>5. 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 National Executive members and management.</li> <li>6. 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</li> <li>7. To 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.</li> <li>8. Liaise regularly with the Manager, Policy and Resources in relation to the development and implementation of work plans and individual work plans.</li> <li>9. Other duties consistent with the above.</li> </ol> <p><b>Common duties shared with other SNAICC staff</b></p> <ol style="list-style-type: none"> <li>10. Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>11. Assist in the evaluation of projects, activities and functions of SNAICC.</li> <li>12. Arrange for the distribution and promotion of resources and publications where applicable.</li> <li>13. Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ol>
<p><b>KEY SELECTION CRITERIA</b></p> <ol style="list-style-type: none"> <li>1. Broad knowledge and a deep 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.</li> <li>2. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations; and facilitate involvement in consultations, research and project activities.</li> <li>3. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality evidence-based reports, submission and/or research papers.</li> <li>4. Demonstrated ability to think conceptually and analytically including the ability to analyse the</li> </ol>	

underlying causes of social and economic disadvantage.

5. Experience in project management including the ability to work with a project reference group and work within a project work plan including meeting set deadlines.
6. Experience in the production of resource materials in a range of formats for use in the child and family welfare and early childhood development sectors desirable.
7. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and seek and offer support as appropriate.
8. Relevant tertiary qualifications and experience.

#### **FURTHER INFORMATION**

Applications are required by **6 May 2015**

Applications must respond to the broad requirements of the position and address the selection criteria, including short examples of the applicant's proficiency specific to this position

This includes;

- A brief cover letter outlining why you are applying for the position
- Resume with recent work experience and any relevant qualifications or studies
- Written response addressing each selection criteria
- Names and contact details for two or more referees

*The successful applicant will be required to have a current Working with Children Check and a current police check. Please mark applications as "CONFIDENTIAL" and forward to; [sarah.rogers@snaicc.org.au](mailto:sarah.rogers@snaicc.org.au)*

For general information visit the SNAICC website. For specific questions, please ring Sarah Rogers, Organisational Services Coordinator on 03 9489 8099. A short list of applicants will be interviewed based on the application. All applicants will be notified of the progress or outcome of their application within 2 weeks of the due date.

**Applications must be received not later than close of business 6 May 2015**