



Secretariat National Aboriginal and Islander Child Care

Job Title:	Senior Policy Adviser
Reporting To:	SNAICC Deputy CEO
Contract period:	12 month contract
Terms and Conditions:	<ul style="list-style-type: none"> • Part Time position based in North Fitzroy (0.8 FTE) • Salary range \$82,000-94,000 depending on experience plus 9.5% superannuation • SNAICC also offers Salary Packaging (\$16,050 tax free salary component & meals entertainment card) subject to Government regulations • All SNAICC positions are subject to funding • Other terms and conditions are in line with the Social and Community Services Award and SNAICC's internal policies.

SNAICC strongly encourages Aboriginal and Torres Strait Islander people to apply.

ABOUT SNAICC
<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 Islander children.</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. 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"> ▪ Policy, advocacy and representation ▪ Training design, development and delivery ▪ Resources and publications ▪ Support for sector development and networking
OVERVIEW OF ROLE
<p>The SNAICC Senior Policy Adviser 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.</p> <p>The SNAICC Senior Policy Adviser will research and draft high quality position papers, research reports, briefings, submissions, fact sheets and media releases spanning the early childhood development, child and family welfare, and child rights fields.</p> <p>The role of Senior Policy Adviser reports to the SNAICC Deputy CEO and works closely with the wider</p>

SNAICC team, National Executive 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; excellent writing and analytical skills; 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.

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KEY RESPONSIBILITIES

1. Drafting, consulting on, and finalising SNAICC core policy position papers.
2. Write and edit policy and research reports on a range of social policy areas that may include Aboriginal and Torres Strait Islander child and family welfare, early childhood, and child and Indigenous rights.
3. Drafting submissions to government inquiries; tenders and project proposals; internal and external briefings; advocacy material; presentations and/or media statements, and make occasional presentations about SNAICC's policy and project work to internal and external forums.
4. Contribute to SNAICC research processes, including leading on development of research methodology and background literature review for new project on integrated child and family services.
5. Contribute to policy and advocacy strategy development and planning.
6. Development and oversight of project and organisational evaluation processes.
7. Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services in policy focus areas.
8. Manage policy related work of staff and students as required.
9. Keep abreast of policy developments across SNAICC focus areas.
10. 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.
11. Other duties as required.

COMMON DUTIES SHARED WITH OTHER SNAICC STAFF

- 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 must also take specific responsibility for their work priorities to ensure tasks are completed.
- 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.

- Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of priorities and functions.
- Assist in the evaluation of projects, activities and functions of SNAICC.
- Arrange for the distribution and promotion of resource materials where applicable.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

SELECTION CRITERIA

1. Excellent written communication skills, including demonstrated capacity to produce high-quality evidence-based reports, submission, policy briefs, tenders and research papers.
2. Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
3. 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.
4. 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.
5. Experience in developing and applying evaluation frameworks.
6. Demonstrated experience in developing and conducting research processes.
7. Relevant tertiary qualifications.
8. 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.

APPLICATIONS

Applications are required by close of business on **4 February 2016**.

Applications must respond to the broad requirements of the position and specifically 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 or obtain a current Working with Children Check and a current police check. Please mark applications as "CONFIDENTIAL" and forward to: Emma Sydenham, SNAICC Deputy CEO, at emma.sydenham@snaicc.org.au. For general information visit the SNAICC website. For specific questions, please call Emma Sydenham on 03 9489 8099.