



SNAICC  
 National Voice for our Children  
 Aboriginal and Torres Strait Islander Corporation  
 Level 7, Melbourne Polytechnic  
 20 Otter Street  
 Collingwood Vic 3066

## Position Description

<b>Job Title:</b>	<b>SNAICC Principal Social Policy and Research Officer</b>
<b>Reporting To:</b>	SNAICC Manager, Social Policy and Research
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full-time position preferably based in SNAICC's Melbourne office, but potential to work remotely with the SNAICC team from another Australian location.</li> <li>• Two-year term. Potential for extension subject to funding.</li> <li>• Salary range between \$110,000 to \$120,000 per annum depending on experience, plus 10% superannuation.</li> <li>• SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals entertainment / accommodation &amp; venue hire subject to Government regulations).</li> <li>• All SNAICC positions are subject to funding.</li> <li>• 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.</li> </ul>

### Overview of role

- The SNAICC **Principal Social Policy and Research Officer** will lead and manage SNAICC policy development processes and projects. They will manage a small team that provides 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 **Principal Social Policy and Research Officer** will support the SNAICC CEO and SNAICC Council members to engage in high-level and strategic policy engagement and reform processes
- The role will include leading, writing and editing policy and research reports, plans and strategies, government submissions and internal and external briefings
- The role will establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services, including relevant government agencies, the community-controlled early childhood sectors, and other non-government stakeholders.
- The role will play a lead role within the SNAICC Social Policy and Research team to implement SNAICC's strategic priorities for policy influence and reform to improve outcomes for Aboriginal and Torres Strait Islander children
- This opportunity is ideal for an exceptional individual with demonstrated experience in policy leadership, and 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***

SNAICC – National Voice for our Children is an Aboriginal and Torres Strait Islander-controlled organisation, and is actively working towards a substantially Aboriginal and Torres Strait Islander workforce.

<b>Organisational Context</b>	<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 well-being sectors.</p> <p>SNAICC fulfils key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> <li>• Research and policy development, with high-level leadership, policy papers and sector representation</li> <li>• Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency</li> <li>• Resource development, communications and publications</li> <li>• Support for sector development, membership and networking</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• The SNAICC Principal Social Policy and Research Officer reports to the SNAICC Manager, Social Policy &amp; Research</li> <li>• The SNAICC Principal Social Policy and Research Officer will line-manage the work of the Senior Policy and Research Officers, including coordinating work flow.</li> <li>• This position will also liaise as necessary with the SNAICC Council policy and research sub-committee, SNAICC’s membership 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 contributions and applications to non-government organisations</li> <li>• As with all SNAICC staff, this position is subject to ongoing funding</li> </ul>
<b>Organisational Operations</b>	<ul style="list-style-type: none"> <li>• The nature of SNAICC 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 take specific responsibility for their work priorities to ensure tasks are completed</li> <li>• Building cooperation between staff and the SNAICC Board and Council is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development</li> </ul>

<p><b>Key Duties</b></p>	<p><b>Policy development and leadership</b></p> <ul style="list-style-type: none"> <li>• Lead and manage SNAICC policy development processes and projects,</li> <li>• Manage, support and supervise SNAICC policy and research staff</li> <li>• Lead, write and edit policy and research reports for publication, government submissions, internal and external briefings, presentations and/or media statements</li> <li>• Support the SNAICC CEO and SNAICC Council members to engage in high-level and strategic policy engagement and reform processes</li> <li>• Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services, including relevant government agencies, the community-controlled early childhood sectors, and other non-government stakeholders.</li> <li>• Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders</li> <li>• Establish, implement and oversee team work plans, and project plans for the effective development, implementation and review of team priorities and projects.</li> <li>• Work collaboratively with the broader SNAICC Social Policy and Research team to implement SNAICC's strategic priorities for policy influence and reform to improve outcomes for Aboriginal and Torres Strait Islander children</li> <li>• Other duties as directed.</li> </ul> <p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of resources and publications where applicable.</li> <li>• Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ul>
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<p><b>KEY SELECTION CRITERIA</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations; and facilitate their involvement in consultations and policy development processes.</li> <li>3. Demonstrated experience in policy leadership, including a deep understanding of policy development, implementation, and monitoring and evaluation processes, and what is required to drive and influence those processes.</li> <li>4. Strong knowledge and understanding of evidence and best practice in Aboriginal and Torres Strait Islander early childhood development, education, care and wellbeing.</li> <li>5. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submission and research papers.</li> </ol>
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6. Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
7. Experience in leading teams and strategic programs of work to deliver outcomes against strategic priorities, including high-level people and project managements skills.
8. Relevant tertiary qualifications and experience.

#### **FURTHER INFORMATION AND CLOSING DATE**

Applications are required by **5pm AEDT on Monday 6 June 2022**.

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 Principal Social Policy and 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 to [recruitment@snaicc.org.au](mailto:recruitment@snaicc.org.au)

For specific questions about the role please contact:

John Burton, Manager - Social Policy and Research on M: 0401 878 063

For general information about SNAICC, visit the [SNAICC website](#).