



**SNAICC**

National Voice for our Children

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National Voice for our Children  
Aboriginal and Torres Strait Islander Corporation  
27 Budd St  
Collingwood Vic 3066

### Position Description

<b>Job Title:</b>	<b>SNAICC Senior Policy &amp; Research Officer</b>
<b>Reporting To:</b>	SNAICC Principal Policy & Research Officer
<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 \$92,000 to \$98,000 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 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.
- The Officer reports to the SNAICC Principal Policy and Research Officer, 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***

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.

#### Organisational Context

Formally established in 1981, *SNAICC – National Voice for our Children* 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.

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>SNAICC provides 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 Senior Policy &amp; Research Officer reports to the SNAICC Principal Policy &amp; Research Officer.</li> <li>• The SNAICC Senior Policy &amp; 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.</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>
<b>Key Duties</b>	<p><b>Research and Policy Development</b></p> <ul style="list-style-type: none"> <li>• Conduct individually, or as a member of a small team, policy and research work in a range of social policy areas with a focus on Aboriginal and Torres Strait Islander early child development, education and care.</li> <li>• Conduct consultation and literature-based research. Write and edit policy and research reports for publication or presentation at meetings and conferences.</li> <li>• Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services in policy and project focus areas. In particular, engage SNAICC's national early years network in SNAICC's policy development.</li> <li>• Contribute to SNAICC's ongoing policy work including government submissions, internal and external briefings, presentations and/or media statements to support SNAICC Council members and management.</li> <li>• Provide secretariat support to national Aboriginal and Torres Strait Islander working groups and committees that are convened or supported by SNAICC.</li> <li>• Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders.</li> <li>• Establish project plans for the effective development, implementation and review of projects.</li> <li>• Liaise regularly with the SNAICC Principal Policy and research Officer in relation to the development and implementation of work plans and individual work plans.</li> </ul>

	<ul style="list-style-type: none"> <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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**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 and policy development processes.
3. Strong knowledge and understanding of evidence and best practice in Aboriginal and Torres Strait Islander early childhood development, education, care and wellbeing.
4. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submission and research papers.
5. Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
6. Strong working knowledge of policy development, implementation, and monitoring and evaluation processes, and what is required to drive and influence those processes.
7. Experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines.
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.
9. Relevant tertiary qualifications and experience.

**FURTHER INFORMATION AND CLOSING DATE**

Applications are required by midnight Monday 13 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 Senior 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 general information about SNAICC, visit the [SNAICC website](#).

For specific questions about the role please contact:

**John Burton, Social Policy and Research Manager on 0401 878 063**