



SNAICC

National Voice for our Children

SNAICC-National Voice for our Children

Aboriginal and Torres Strait Islander Corporation

27 Budd Street

Collingwood VIC 3066

Position Description

Position Title:	Manager Policy Partnership Secretariat	Business Unit:	Social Policy & Research
Classification:	(SCHADS Award) Level: 8	Reports to:	Director Social Policy & Research
SNAICC above award salary:	SNAICC Scale: PM2 8.1 – 8.4 \$120,037 - \$125,520	No. Direct Reports:	2
Employment Type:	Fixed term contract until June 2025	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 Manager Policy Partnership Secretariat will ensure the efficient and effective secretariat support to the recently established Early Childhood Policy Partnership (ECP). THE ECP has been established under the National Agreement on Closing the Gap (the National Agreement) as part of the Commonwealth Government’s commitment to a joined-up approach to policy development. THE ECP will include representatives from Commonwealth, states and territories and Aboriginal and Torres Strait Islander representatives. SNAICC has received funding to establish a Secretariat team to support the ECP.



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	The incumbent will lead a 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.	
Position Characteristics:	Scope:	The Manager Policy Partnership Secretariat reports to the Director Social Policy and Research and works closely across the Social Policy and Research teams. The position will support and supervise 2 staff in Secretariat team.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Commonwealth & State/Territory Government representatives on the ECPP. • Aboriginal and Torres Strait Islander sector peaks and representatives • Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; THRYVE; Finance and Operations. • SNAICC Board & Council
	Special Conditions:	This position is identified for Aboriginal people and exemption is claimed under Section 14(d) of the Anti-Discrimination Act 1977.
	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>Policy development and leadership</p> <ul style="list-style-type: none"> • Lead and manage SNAICC Policy Partnership Secretariate team in the provision of high quality, informative advice and recommendations, via briefings and position papers, to the ECPP, which will have a focus on early childhood care and development • Lead, write and edit policy and research reports for publication, government submissions, internal and external briefings, presentations and/or media statements • Support the SNAICC CEO and SNAICC Council members to engage in high-level and strategic policy engagement and reform processes • Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders • 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 • Manage the responsibilities of the Early Childhood Policy Partnership Secretariat team including: Preparing papers; Organising meetings including travel; Compiling the annual reports; Maintaining and updating public material • Other duties as directed. 	<p>6. Service Delivery</p> <p>6.3.2 Knowledge of Sector Issues 6.3.3 Stakeholder outcomes 6.3.4 Diversity</p> <p>7. Policy and Research</p> <p>7.3.2 Evidence based policy and program development 7.3.4 Sector Leadership 7.3.5 Research Impact</p> <p>1. Organisational Awareness and Professionalism</p> <p>1.2.1 Organisational awareness 1.2.2 Time management 1.2.4 Taking responsibility 1.2.5 Problem solving</p> <p>3. Communication & Relationship Skills</p> <p>3.4.1 Advocacy 3.4.2 Written Communication 3.4.3 Verbal communication 3.4.5 Interpersonal skills</p>



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<p>Community and Government Liaison</p> <ul style="list-style-type: none"> 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 Compile comprehensive Annual Reports relating to ECPP progress based on key ECPP objectives 		<p>2. Community and Interagency Relations</p> <p>2.3.1 Networks and stakeholders</p> <p>2.3.2 Community</p> <p>2.3.3 Partnerships and collaboration</p> <p>2.3.4 Knowledge of community</p> <p>2.3.5 Social Justice</p>
<p>Team management</p> <ul style="list-style-type: none"> Establish, implement, and oversee team work plans, and project plans for the effective development, implementation and review of team priorities and projects. 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. <p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff 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 		<p>4. Leadership & Teamwork</p> <ul style="list-style-type: none"> 4.3.2 Strategic focus 4.3.3 Team dynamics <p>9. Risk Management, Workplace Safety & Quality</p> <ul style="list-style-type: none"> 9.3.1 Strategy 9.3.3 Risk Management 9.3.1 Health Safety Wellbeing
<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> 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. 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. 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. Demonstrated capacity to establish and maintain effective collaborative partnerships at a senior level with a broad range of stakeholders, including non-government organisations, government, philanthropic, and Aboriginal and Torres Strait Islander community Strong knowledge and understanding of evidence and best practice in Aboriginal and Torres Strait Islander early childhood development, education, care and wellbeing. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submission and research papers. Demonstrated ability to communicate policy effectively and strategically to a range of audiences in both written and oral form,



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		ranging from government ministers to Aboriginal and Torres Strait Islander community members.	
	Qualifications	Relevant tertiary qualifications and extensive professional experience in a related field such as social policy, research, education, law.	
	Values and Attributes	Relationship Building	<ul style="list-style-type: none"> Seeks to establish and maintain relationships with people at all levels, both internal to and external to the organisation Forges useful partnerships with people across business areas, functions, and organisations Builds trust through consistent actions, values, and communication
		Teamwork	<ul style="list-style-type: none"> Co-operates and collaborates with others to ensure team and organisational goals are met Accommodates and works well with the different working styles of others Encourages resolution of conflict among the team
		Empathy and Cultural Awareness	<ul style="list-style-type: none"> Respects diversity of cultural knowledge and experience of Aboriginal and Torres Strait Islanders Collaborates and shares information Communicates well with, relates to and able to see issues from the perspective of Aboriginal and Torres Strait Islander peoples and other people from a diverse range of cultures and backgrounds Pays attention to words, expression and body language; recognises behaviours that create a culture of inclusion
		Initiative and Accountability	<ul style="list-style-type: none"> Proactive and self-starting Exercises appropriate judgement Takes responsibility for own actions Enthusiastic and committed Demonstrates capacity for sustained effort and hard work
		Flexibility	<ul style="list-style-type: none"> Positive approach to all challenges. Adaptable Accepts changed priorities without issue Open to new ideas and ways of doing things Recognises the merits of different options and acts accordingly

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 HSW policies and procedures to participate in the achievement of a safe working culture
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	<ul style="list-style-type: none">• 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.

FURTHER INFORMATION AND CLOSING DATE:

Applications are required by **5pm AEDT on Monday 27 September 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 Manager Policy Partnership Secretariat 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

For specific questions about the role please contact:

John Burton, Director Social Policy and Research on 0401 878 063

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