

### Position Description

<b>Position Title:</b>	Senior Policy and Research Officer	<b>Business Unit:</b>	Social Policy & Research
<b>Classification:</b>	<b>(SCHADS Award) Level: 6</b>	<b>Reports to:</b>	Manager Social Policy & Research
<b>SNAICC above award salary:</b>	<b>SPO 6.1 – 6.4: \$102,766 - \$107,460</b>	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term 2 years</b> (Indicate applicable arrangement)	<b>FTE:</b>	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.

<b>Business unit:</b>	SNAICC's Social Policy & Research team leads targeted and largescale projects to inform and influence 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 and governments.		
<b>Position Summary:</b>	The Senior Policy & Research Officer will support SNAICC's policy outcomes by enhancing the research and policy development capacity of SNAICC. The incumbent 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; and will research and draft high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and media releases with a focus on early child development, education and care.		
<b>Position Characteristics:</b>	<b>Scope:</b>	As part of the Research and Policy team, the incumbent reports to one of the Managers in the team 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	
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• SNAICC's membership</li> <li>• Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; THRYVE; Connected beginnings/CCCFR Expansion; Corporate Services.</li> </ul>	
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are encouraged to apply	
	<b>Delegations:</b>	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.	

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework</b>
<b>Research and Policy Development</b> <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.</li> <li>Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders.</li> </ul>	<b>7. Policy and Research</b> 7.3.1 Policy development and implementation 7.2.4 Sector Leadership 7.2.5 Research Impact <b>6. Service Delivery</b> 6.2.2 Knowledge of sector issues 6.2.4 Diversity
<ul style="list-style-type: none"> <li>Liaise regularly with the SNAICC Manager Child Safety &amp; Wellbeing / Manager Early Childhood Education &amp; Development in relation to the development and implementation of work plans and individual work plans.</li> <li>Establish project plans for the effective development, implementation, and review of projects.</li> <li>Conduct consultation and literature-based research. Write and edit policy and research reports for publication or presentation at meetings and conferences.</li> </ul>	<b>8. Program &amp; Contract Management</b> 8.2.1 Program development 8.2.3 Contract <b>1. Organisational Awareness &amp; Professionalism</b> 1.2.1 Organisational Awareness 1.2.3 Ethics 1.3.4 Taking responsibility
<ul style="list-style-type: none"> <li>Establish and maintain ongoing relationships with key partners, stakeholders and SNAICC member services in policy and project focus areas.</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> </ul>	<b>2. Community and Interagency Relations</b> 2.2.1 Community 2.2.4 Knowledge of community 2.2.5 Social Justice
<ul style="list-style-type: none"> <li>Provide secretariat support to national Aboriginal and Torres Strait Islander working groups and committees that are convened or supported by SNAICC.</li> </ul>	<b>3. Communication and Relationship Skills</b> 3.2.1 Advocacy 3.2.2 Written communication 3.2.5 Interpersonal skills
<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>Write reports, articles and provide information for the SNAICC website, newsletter and other.</li> </ul>	<b>4. Leadership and Teamwork</b> 4.2.2 Strategic Focus <b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.2.4 Quality

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	
		<ul style="list-style-type: none"> <li>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>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>Strong knowledge and understanding of evidence and best practice in Aboriginal and Torres Strait Islander early childhood development, safety, education, care, and wellbeing</li> <li>Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submission, and research papers</li> <li>Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.</li> <li>Demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.</li> <li>Strong working knowledge of policy development, implementation, and monitoring and evaluation processes, and what is required to drive and influence those processes.</li> <li>Excellent interpersonal, verbal, and written communication skills</li> </ul>

		<ul style="list-style-type: none"> <li>Experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines</li> <li>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</li> </ul>
	<b>Qualifications</b>	Undergraduate Degree or other relevant tertiary qualifications
	<b>Values and Attributes</b>	<b>Relationship Building</b> <ul style="list-style-type: none"> <li>Seeks to establish and maintain relationships with people at all levels; both internal to and external to the organisation</li> <li>Forges useful partnerships with people across business areas, functions, and organisations</li> <li>Builds trust through consistent actions, values, and communication</li> </ul>
		<b>Teamwork</b> <ul style="list-style-type: none"> <li>Co-operates and collaborates with others to ensure team and organisational goals are met</li> <li>Accommodates and works well with the different working styles of others</li> <li>Encourages resolution of conflict among the team</li> </ul>
		<b>Empathy and Cultural Awareness</b> <ul style="list-style-type: none"> <li>Respects diversity of cultural knowledge and experience of Aboriginal and Torres Strait Islanders</li> <li>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</li> <li>Pays attention to words, expression, and body language; recognises behaviours that create a culture of inclusion</li> </ul>
		<b>Initiative and Accountability</b> <ul style="list-style-type: none"> <li>Exercises appropriate judgement</li> <li>Takes responsibility for own actions</li> <li>Demonstrates capacity for sustained effort and hard work</li> </ul>
		<b>Flexibility</b> <ul style="list-style-type: none"> <li>Positive approach to all challenges.</li> <li>Adaptable</li> <li>Accepts changed priorities without issue</li> </ul>

<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> <li>Comply with SNAICC HSW policies and procedures to participate in the achievement of a safe working culture</li> <li>Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>	
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.	
<b>Approvals:</b>	<b>CEO</b> Name: Catherine Liddle Date: 1 Feb 2023	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: 1 Feb 2023
<b>Acknowledgement of Incumbent</b>	I have read and understood the requirements of the position <b>Name: (please print)</b> <b>Signature:</b> <b>Date:</b>	
<b>FURTHER INFORMATION AND CLOSING DATE:</b> Applications will be accepted until midnight <b>Sunday 26 February 2023</b> Applications must include: <ul style="list-style-type: none"> <li>A brief <b>cover letter</b> outlining why you are applying for the position</li> </ul>		

- 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 Senior Policy & 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, Director Social Policy and Research on **0401 878 063**

For general information about SNAICC, visit the [SNAICC website](https://www.snaicc.org.au).