

### Position Description

<b>Position Title:</b>	Policy and Research Officer (PO3)	<b>Business unit:</b>	Social Policy & Research
<b>Classification:</b>	<b>(SCHADS Award) Level: 5</b>	<b>Reports to:</b>	Manager
<b>SNAICC above award salary:</b>	<b>PO3 5.1 - 5.4: \$94,165 - \$ 98,466</b> (pro rata for part time)	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	<b>Fixed Term – 2 years</b>	<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 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>	With guidance, the Policy & Research Officer will contribute to the delivery of 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. This will include researching and drafting high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and contributing to media releases.

<b>Position Characteristics:</b>	<b>Scope:</b>	As part of the Research and Policy team, the incumbent reports to the respective team manager and works with internal and external 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>• Members of the SNAICC Council policy and research sub-committee</li> <li>• SNAICC's membership</li> <li>• Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; THRYVE; Corporate Service.</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>
<p><b>Research and Policy Development</b></p> <p>With appropriate guidance, direction, and support from the line manager:</p> <ul style="list-style-type: none"> <li>• Conduct policy and research work on a range of social policy areas, including supporting consultation and conducting literature-based research as required.</li> <li>• Write and edit policy and research reports for publication or presentation at meetings and conferences.</li> <li>• Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders.</li> <li>• Draft content for reports, articles, SNAICC website, newsletter and other external publications as required.</li> <li>• Establish and maintain strong working relationships with key partners, stakeholders and SNAICC member services in policy and project focus areas.</li> <li>• Contribute to SNAICC's ongoing policy and advocacy work including government submissions, internal and external briefings, presentations and/or media statements to support SNAICC Council members and management.</li> <li>• Support the development of project plans for the effective development, implementation, and review of projects.</li> <li>• Support the provision of secretariat support to national Aboriginal and Torres Strait Islander working groups and committees convened or supported by SNAICC.</li> <li>• Liaise regularly with the line manager to develop and implement individual and teamwork plans.</li> <li>• Actively contribute to SNAICC internal planning and communication processes including staff meetings, and review of SNAICC strategic and operational plans.</li> </ul>

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ol style="list-style-type: none"> <li>1. Broad knowledge and 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 ability, or the ability to rapidly acquire the skills required, to work and liaise with Aboriginal and Torres Strait Islander people and organisations.</li> <li>3. Excellent written and verbal communication skills, including the ability to produce high-quality policy documents, reports, submissions, and/or research papers.</li> <li>4. Strong analytical thinking skills, including the ability to analyse the underlying causes of social and economic disadvantage.</li> <li>5. An understanding of policy development, implementation, and monitoring and evaluation processes.</li> <li>6. Excellent interpersonal and verbal communication skills.</li> <li>7. Ability to meet deadlines through tracking workflow, managing competing demands and working collaboratively.</li> <li>8. Ability to work effectively as part of a team from diverse cultural backgrounds and to seek and offer support as appropriate.</li> </ol>	
	<b>Qualifications</b>	Undergraduate Degree or other relevant tertiary qualifications (or equivalent experience)	
	<b>Values</b>	Cultural Safety	<ul style="list-style-type: none"> <li>Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</li> </ul>
		Collaboration & trust	<ul style="list-style-type: none"> <li>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</li> </ul>
		Respect and kindness	<ul style="list-style-type: none"> <li>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</li> </ul>
		Accountability and integrity	<ul style="list-style-type: none"> <li>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</li> </ul>
		Staff Wellbeing	<ul style="list-style-type: none"> <li>We are committed to the wellbeing of our staff.</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:	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: 6/04/2023

<b>Acknowledgement of Incumbent</b>	I confirm that I have read and understand the requirements of the position. <b>Name:</b> <i>(please print here)</i>  <b>Signature:</b> <b>Date:</b>
<p><b>FURTHER INFORMATION:</b></p> <p><b>Applications must include:</b></p> <ul style="list-style-type: none"> <li>• A <b>cover letter</b> (2 page maximum) outlining why you are applying for the position and what skills and experience you bring to the role as related to the selection criteria outlined above.</li> <li>• A <b>resume</b> with your skills, experience, and qualifications, relevant to the Senior Policy &amp; Research Officer role.</li> <li>• Names and contact details for two or more <b>recent referees</b>.</li> </ul> <p>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 <a href="mailto:recruitment@snaicc.org.au">recruitment@snaicc.org.au</a></p> <p><b>For specific questions about the role please contact:</b>          Sarah Mohammed, Manager, Policy Partnership Secretariat at <a href="mailto:sarah.mohammed@snaicc.org.au">sarah.mohammed@snaicc.org.au</a></p> <p>For general information about SNAICC, visit the <a href="#">SNAICC website</a>.</p>	