

### 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> (pro-rata for part time)	<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 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 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 incumbent will research and draft high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and media releases in line with SNAICC's policy priorities and strategic opportunities.	
<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 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>• 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.

Key Responsibilities	
<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, including conducting consultation and 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 and edit reports, articles and content for the SNAICC website, newsletter and other external publications.</li> <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 and advocacy work including government submissions, internal and external briefings, presentations and/or media statements to support SNAICC Council members and management.</li> <li>• Establish and monitor project plans for the effective development, implementation, and review of projects.</li> <li>• Support Policy Officers and other team members in delivering on SNAICC priorities.</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>• Liaise regularly with the line manager to develop and implement team work plans and individual work plans.</li> <li>• Actively contribute to SNAICC internal planning and communication processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>• This position may have line management responsibility of one (1) team member.</li> </ul>	

Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> <li>• 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>• Demonstrated ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in projects, policies and consultation processes.</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 writing skills, including demonstrated ability 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>• Excellent interpersonal and verbal communication skills.</li> <li>• Project management skills including the ability to work collaboratively with project stakeholders, develop and implement work plans and meet deadlines.</li> <li>• 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>	
	Qualifications	Undergraduate Degree or other relevant tertiary qualifications (or equivalent professional experience)	
	Values and Attributes	Relationship Building	<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>
		Teamwork	<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>
		Empathy and Cultural Awareness	<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</li> </ul>

			peoples and other people from a diverse range of cultures and backgrounds <ul style="list-style-type: none"> <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: 14/4/2023	<b>Director Operations &amp; HR</b> Name: Fran Whitty Date: 14/04/2023
<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>	

#### FURTHER INFORMATION AND CLOSING DATE:

Applications must include:

- A **cover letter** (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.
- 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:

Sarah Mohammed, Manager – Policy Partnership Secretariat by emailing [Sarah.Mohammed@snaicc.org.au](mailto:Sarah.Mohammed@snaicc.org.au).

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