

Position Description

Position Title:	Early Years Policy Manager	Business Unit:	Policy & Research
Classification:	(SCHADS Award) Level: 8	Reports to:	Director Policy & Research
SNAICC above award salary:	SNAICC Scale: PM2 8.1 – 8.4	No. Direct Reports:	Up to 4
Employment Type:	Fixed term contract – 1 year	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 Early Years Policy Manager will manage a small team to deliver high-level, evidence-informed policy analysis relating to SNAICC’s objectives and the rights and

	needs of Aboriginal and Torres Strait Islander children and families, with a focus on early development, education and care.	
Position Characteristics:	Scope:	The Early Years Policy Manager reports to the Director Policy and Research and works closely with the three other managers in the Policy and Research team to create a positive team culture and deliver on team outcomes. The position will manage between two and four staff based on contract and project commitments.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Commonwealth, State and Territory Governments • Members of other SNAICC teams: Strategic Engagement and Communications; Early Years Support; Connected Beginnings; Finance and Operations. • SNAICC Board & Council
	Special Conditions:	Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
	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, write and edit policy and research reports with a focus on early childhood care and development for publication, government submissions, internal and external briefings, presentations and/or media statements • Provide strategic guidance to team members in developing policy, research and advocacy deliverables. • Lead research and advocacy projects relevant to early learning and development including ensuring that Aboriginal and Torres Strait Islander children are prioritised in government policies, strategies and frameworks. • Build and contribute to the evidence base for Aboriginal and Torres Strait Islander children's access to Aboriginal Community Controlled early childhood education and care provision. • 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. 	<p>7. Policy and Research</p> <p>7.4.1 Policy development and implementation 7.4.2 Evidence based policy and program development 7.4.3 Research methods and design 7.4.4 Sector Leadership 7.4.5 Research Impact</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>

<ul style="list-style-type: none"> • Other duties as directed. 	
<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 education and care sector, and other non-government stakeholders. • Build strong working relationships across SNAICC, in particular with Community Partners and SNAICC Early Years Support, to ensure the Aboriginal and Torres Strait Islander early childhood education and care sector are appropriately reflected in SNAICC’s policy and advocacy priorities and outputs. • Lead and deliver effective and culturally appropriate consultation strategies that enable the views of Aboriginal and Torres Strait Islander leaders, organisations and communities to be included in policy and advocacy. 	<p>2. Community and Interagency Relations</p> <p>2.4.1 Networks and stakeholders 2.4.2 Community 2.4.3 Partnerships and collaboration 2.4.3 Community and Sector Knowledge 2.4.5 Social Justice</p>
<p>Business development</p> <p>In consultation with the Unit Director:</p> <ul style="list-style-type: none"> • Identify and pursue opportunities to develop and implement new special projects aligned to SNAICC’s strategic objectives and priorities • Prepare and submit funding applications and tender responses for the delivery of new or extended projects • Develop, maintain and foster funder relationships to support new and continued project funding aligned to SNAICC’s objectives 	<p>5. Resources, Assets and Sustainability</p> <p>5.3.1 Revenue raising</p>
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries. • Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. • Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. • Identify and seek appropriate resources to support staff health and wellbeing. 	<p>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.1 Strategy 9.3.3 Risk Management 9.4.1 Health Safety Wellbeing</p>
<p>Leadership and Team management</p>	<p>1. Organisational Awareness & Professionalism</p> <p>1.3.1 Organisational Awareness</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. • Communicate effectively with team members and lead the creation of a positive team culture. • Lead and develop staff skills set, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement. • Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct. 	<p>1.3.2 Time management 1.3.3 Ethics 1.3.4 Taking Responsibility 1.3.5 Problem solving</p> <p>4. Leadership & Teamwork 4.3.1 United vision 4.4.2 Strategic focus 4.3.3 Team Dynamics 4.4.4 Conflict management 4.3.5 Diversity/different styles</p>	
<p>Quality and Compliance</p> <ul style="list-style-type: none"> • Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. • Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. • Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. • Actively participate in internal and external audits with responsibility for compliance • Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses. 		
<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. • 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>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 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

		<p>facilitate their involvement in consultations and policy development processes.</p> <ul style="list-style-type: none"> • Demonstrated leadership skills with an ability to coach, mentor and provide ongoing professional development. • Demonstrated experience in policy and/or advocacy 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 with a broad range of stakeholders, including non-government organisations, government and Aboriginal and Torres Strait Islander community • 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. • Demonstrated ability to deliver work on time and within budget, including in fast-paced environments with competing priorities. • Leadership and people management skills, including the ability to build a positive and collaborative team culture. 										
	Qualifications & Requirement	<ul style="list-style-type: none"> • Relevant tertiary qualifications and/or extensive professional experience in project management, research, policy or related fields. • Employee Working with Children Check (WWCC) • Current police check (no older than three months) • Current Driver's License 										
	Values	<table border="1"> <tr> <td>Cultural Safety</td> <td> <ul style="list-style-type: none"> • 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. </td> </tr> <tr> <td>Collaboration & trust</td> <td> <ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. </td> </tr> <tr> <td>Respect and kindness</td> <td> <ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. </td> </tr> <tr> <td>Accountability and integrity</td> <td> <ul style="list-style-type: none"> • We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. </td> </tr> <tr> <td>Staff Wellbeing</td> <td> <ul style="list-style-type: none"> • We are committed to the wellbeing of our staff. </td> </tr> </table>	Cultural Safety	<ul style="list-style-type: none"> • 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. 	Collaboration & trust	<ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. 	Respect and kindness	<ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. 	Accountability and integrity	<ul style="list-style-type: none"> • We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. 	Staff Wellbeing	<ul style="list-style-type: none"> • We are committed to the wellbeing of our staff.
Cultural Safety	<ul style="list-style-type: none"> • 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. 											
Collaboration & trust	<ul style="list-style-type: none"> • We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt. 											
Respect and kindness	<ul style="list-style-type: none"> • We are all valued and valuable. We communicate with people holistically, recognising their humanity. 											
Accountability and integrity	<ul style="list-style-type: none"> • We do what we say we will. We accept individual and shared responsibility for our actions and outcomes. 											
Staff Wellbeing	<ul style="list-style-type: none"> • We are committed to the wellbeing of our staff. 											

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 WHS policies and procedures to participate in the achievement of a safe working culture • 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.	
Approvals:	CEO Name: Catherine Liddle Date:	Director Operations and HR Name: Fan Whitty Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the Manager Early Learning and Development position. Name: <i>(please print)</i> Signature: Date:	