

Position Description

Position Title:	Manager, Domestic and Family Violence Prevention and Response	Business Unit:	Policy & Research
Classification:	(SCHCADS Award) Level: 8	Reports to:	Director, Policy & Research
SNAICC above award salary:	SNAICC Scale: PM2 8.1-8.4	No. Direct Reports:	Up to 5
Employment Type:	Fixed Term 31 December 2024	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 wellbeing 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 & Research unit leads projects to inform and influence legislation, policies, programs and practices that support safety, development and wellbeing for Aboriginal and Torres Strait Islander children and families. Projects involve close collaboration with Aboriginal and Torres Strait Islander community-controlled organisations, mainstream services and governments.
Position Summary:	The Manager, Domestic and Family Violence Prevention and Response will lead a small team to build SNAICC's policy and research capacity in relation to domestic and family violence prevention and support for Aboriginal and Torres Strait Islander women and children. This position will lead SNAICC's involvement in the development of a standalone, national First Nations Family Safety Plan, including working with the First Nations Family Safety Steering Committee to shape and develop the plan.

Position Characteristics:	Scope:	As part of the Policy and Research unit, the incumbent reports to the Director, Social Policy and Research and will supervise the Domestic and Family Violence Prevention and Response team.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • The First Nations Family Safety Steering Committee • SNAICC's membership • Government partners including the Australian Government Department of Social Services, state and territory child and family agencies • Members of other SNAICC teams Policy & research; Sector Development; Early Years Support; Community Partnerships; Office of the CEO.
	Special Conditions:	<p>It is a genuine occupational requirement that this position be filled by an Aboriginal person or a Torres Strait Islander person.</p> <p>Classified under: <i>Equal Opportunity Act 2010 (Vic), s.12, Anti-Discrimination Act 1977 (NSW), s. 14d, Anti-Discrimination Act 1991(QLD), s.7, Equal Opportunity Act 1984 (SA), s. 56(2), Anti-Discrimination Act 1998 (TAS), s.41, Discrimination Act 1991(ACT), s.42d, Anti-Discrimination Act 1996 (NT), s.35(1b(i)).</i></p>
	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 the Domestic and Family Violence Prevention and Response team in the provision of high quality, informative advice and recommendations, via briefings and papers. • Lead and manage the development of the standalone, national, First Nations Family Safety Plan including developing plans and activities for engagement with governments, ACCO and non-Indigenous services, victim-survivors and other priority cohorts; analysing engagement data; drafting the national plan and negotiating its agreement through the Steering Committee. • Lead and manage all aspects of secretariat work for the First Nations Family Safety Plan Steering Committee including working with the co-chairs to set agendas, prepare papers, schedule meetings, arrange travel, coordinate presentations, take minutes and progress out-of-session work. • Support the SNAICC CEO, Leadership Team, and SNAICC Council members to engage in high-level and strategic policy engagement and reform processes. 	<p>6. Service Delivery</p> <p>6.3.1 Reflective Practice 6.3.2 Knowledge of sector issues 6.3.4 Diversity</p> <p>7. Policy and Research</p> <p>7.4.1 Policy development and implementation 7.4.2 Evidence based policy and program development 7.3.4 Sector Leadership 7.3.5 Research Impact</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development 8.3.2 Program management</p>

<ul style="list-style-type: none"> • Lead, write and edit policy and research reports for publication, policy and strategy documents, submissions, internal and external briefings, presentations and media statements. • Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders. • Support working groups, networks and committees that are convened or supported by SNAICC. • Establish, implement and oversee project plans and teamwork plans for the effective development, implementation, and review of team priorities and projects • Prepare reports and updates against contractual obligations and to support organisational management and governance. • Manage the Domestic and Family Violence Prevention and Response team to implement measures to promote cultural safety for team members and external stakeholders. 	<p>8.3.3 Contract management 8.3.4 Achieving results</p>
<p>Leadership and Team management</p> <ul style="list-style-type: none"> • Liaise regularly with the Director, Policy and Research in relation to the development and implementation of teamwork plans and individual work plans. • Communicate effectively with team members and lead the creation of a positive team culture. • Lead and develop staff skills, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement. • Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct. 	<p>1. Organisational Awareness & Professionalism 1.3.1 Organisational Awareness 1.4.2 Time Management 1.4.3 Ethics 1.3.4 Taking responsibility 4. Leadership and Teamwork 4.3.1 United vision 4.3.2 Strategic Focus 4.3.3 Team dynamics 4.3.4 Conflict Management 4.3.5 Diversity</p>
<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, relevant government agencies, the community-controlled child and family sector, and other non-government stakeholders. • 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 Leadership Team. • Translate policy and research into accessible resources and information for SNAICC member services and key stakeholders. 	<p>2. Community and Interagency Relations 2.2.1 Networks and stakeholders 2.3.2 Community 2.3.3 Partnerships and collaboration 2.3.4 Knowledge of community 2.3.5 Social Justice 3. Communication and Relationship Skills 3.3.1 Advocacy 3.3.2 Written communication 3.3.5 Interpersonal skills</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 9.4.4 Health Safety Wellbeing</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>9. Risk Management, Workplace Safety & Quality</p> <p>9.3.2 Quality</p>
<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>1. Organisational Awareness and Professionalism</p> <p>1.3.1 Organisational Awareness 1.3.5 Problem solving</p>

<p>Selection Criteria</p>	<p>Knowledge, Skills and Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • This position is identified for an Aboriginal and/or Torres Strait Islander individual. This requirement is a genuine qualification of this position. Successful applicants may be required to provide appropriate evidence of identity as an Australian Aboriginal and/or Torres Strait Islander person. • Understanding and demonstrated experience addressing the experiences of Aboriginal and Torres Strait Islander people affected by domestic and family violence, including a demonstrated capability and experience in responding to domestic and family violence disclosures appropriately and safely. • Strong understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the
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		<p>rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.</p> <ul style="list-style-type: none"> • Demonstrated experience and ability to work effectively and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in research and policy development processes. • Demonstrated leadership skills with a demonstrated ability to manage, coach, mentor and provide ongoing professional development. • 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 these processes. • Demonstrated capacity to establish and maintain effective collaborative partnerships and influence at a senior level with a broad range of stakeholders, including non-government organisations, government, philanthropic, and Aboriginal and Torres Strait Islander communities. • Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submissions, papers, briefings and presentations. • Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage. • Strong experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines. • Capacity to manage competing demands and prioritise effectively in a fast-paced working environment, while completing required deliverables. • Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds and to seek and offer support as appropriate
		<p>Desirable</p> <ul style="list-style-type: none"> • Strong knowledge and understanding of the policy landscape, evidence and best practice in Aboriginal and Torres Strait Islander family safety and wellbeing. • Demonstrated understanding of secretariat and governance support functions and structures, and ability to lead them effectively. • Demonstrated experience working with Aboriginal and Torres Strait Islander children and young people to support and facilitate their involvement in consultation, research, policy and/or program development.

		<ul style="list-style-type: none"> • Demonstrated experience with applying trauma-informed engagement practices and approaches in community engagement and consultation with Aboriginal and Torres Strait Islander people and communities. 										
	Qualifications & Requirements	<ul style="list-style-type: none"> • Degree or other relevant tertiary qualifications or equivalent professional experience • Employee Working with Children Check (WWCC) • Current police check (no older than six months) • Current Driver's License 										
	Values	<table border="1"> <tr> <td>Cultural Safety</td> <td>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>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>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</td> </tr> <tr> <td>Accountability and integrity</td> <td>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>We are committed to the wellbeing of our staff.</td> </tr> </table>	Cultural Safety	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	We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.	Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	Accountability and integrity	We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.	Staff Wellbeing	We are committed to the wellbeing of our staff.
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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:	<table border="1"> <tr> <td>CEO Name: Catherine Liddle Date:</td> <td>Director Operations & HR Name: Fran Whitty Date:</td> </tr> </table>	CEO Name: Catherine Liddle Date:	Director Operations & HR Name: Fran Whitty Date:
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Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>		