

Position Description

Position Title:	Policy & Engagement Lead – Youth Voice (identified)	Business Unit:	Policy & Research
Classification:	SCHADS Award	Reports to:	Director, Policy & Research
SNAICC above award salary:	Level 7	No. Direct Reports:	Up to 2
Employment Type:	Fixed term – 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 & 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:	As the national peak body for Aboriginal and Torres Strait Islander children and families, it is important that SNAICC’s work centres the rights, views and voices of Aboriginal and Torres Strait Islander children and young people. The Policy & Engagement Lead – Youth Voice will manage and work collaboratively with a Senior Policy and Engagement Officer to establish a new

	<p>'Youth Voice' function within SNAICC. The position will work collaboratively with SNAICC's Executive Leadership team to design and establish a youth-led mechanism that will allow the opinions, views and voices of Aboriginal and Torres Strait Islander children and young people to be centred in SNAICC's policy, research and advocacy.</p>	
<p>Position Characteristics:</p>	<p>Scope:</p>	<p>The Policy & Engagement Lead – Youth Voice will report to Director, Policy and Research.</p> <p>The position will work directly with Aboriginal and Torres Strait Islander young people to design a 'youth voice' mechanism within SNAICC and to support its early operation once established to ensure the views of Aboriginal and Torres Strait Islander children and young people are centred in our work.</p>
	<p>Significant internal/external relationships:</p>	<ul style="list-style-type: none"> • SNAICC Leadership • SNAICC membership • Aboriginal and Torres Strait Islander youth representative and leadership bodies • Aboriginal and Torres Strait Islander children and young people • Aboriginal and Torres Strait Islander Children's Commissioners across jurisdictions • Aboriginal and Torres Strait Islander community-controlled sector stakeholders • Other Commonwealth and Territory government stakeholders • Members of other SNAICC business units: Office of the CEO; Programs
	<p>Special Conditions:</p>	<p>It is a genuine requirement of this role that it is held by an Aboriginal and/or 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>
	<p>Delegations:</p>	<p>In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.</p>

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework
<ul style="list-style-type: none"> • Provide line management and work collaboratively with the Senior Policy and Engagement Officer to deliver the project to a high standard in line with required timeframes and budget allocations. • Develop a project plan for the design and implementation of a ‘youth voice’ mechanism at SNAICC. • Build an understanding of existing Aboriginal and Torres Strait Islander youth leadership, advocacy, representative and other bodies within Australia including different operating models and approaches. • Provide advice to SNAICC Leadership on best practice principles of designing, establishing and implementing an Aboriginal and Torres Strait Islander youth voice mechanism that centres culture and aligns with best practice in child and youth participation. • Collaborate directly with Aboriginal and Torres Strait Islander young people to co-create a ‘youth voice’ mechanism that is suitable for implementation within SNAICC to ensure the voices of Aboriginal and Torres Strait Islander children and young people are centred in our work. This will include: <ul style="list-style-type: none"> ○ Building an understanding of what’s important to Aboriginal and Torres Strait Islander children and young people based on existing research and information ○ Meeting with existing Aboriginal and Torres Strait Islander youth leadership, advocacy and representative groups ○ Engaging directly with Aboriginal and Torres Strait Islander young people through focus groups, workshops and other forums ○ Ensuring all co-creation activities are delivered in a way that prioritises the safety and wellbeing of participants. ○ Facilitating opportunities and structures for children and young people to directly participate in and influence policy reform. 	<ul style="list-style-type: none"> 1. Organisational Awareness & Professionalism <ul style="list-style-type: none"> 1.2.1 Organisational Awareness 1.2.3 Ethics 1.3.4 Taking responsibility 2. Community and Interagency Relations <ul style="list-style-type: none"> 2.2.1 Networks and stakeholders 2.2.2 Community 2.2.3 Partnerships and collaboration 2.2.4 Knowledge of community 2.2.5 Social Justice 3. Communication and Relationship Skills <ul style="list-style-type: none"> 3.3.1 Advocacy 3.2.2 Written communication 3.3.5 Interpersonal skills 4. Leadership and Teamwork <ul style="list-style-type: none"> 4.2.1 United vision 4.3.2 Strategic Focus 4.3.3 Team dynamics 6. Service Delivery <ul style="list-style-type: none"> 6.2.2 Knowledge of sector issues 6.3.4 Diversity 7. Policy and Research <ul style="list-style-type: none"> 7.4.1 Policy development and implementation 7.4.2 Evidence based policy and program development 7.3.4 Sector Leadership 7.2.5 Research Impact 8. Program & Contract Management <ul style="list-style-type: none"> 8.2.1 Program development 8.3.2 Program management 8.2.3 Contract management

<ul style="list-style-type: none"> ○ Administer honorarium payments to young people as necessary, maintaining transparent and organised payment processes and detailed record keeping ensuring accountability. ○ Collaborating regularly with SNAICC Leadership on and seeking approval of strategic direction and proposed approaches at regular intervals. ● Provide regular reports and updates on the project to SNAICC Leadership, Board and Council as required. ● Establish, implement and oversee project documentation and teamwork plans for the effective development, implementation, and review of team priorities and projects. ● With support from the Director, establish and maintain effective and appropriate project governance, financial oversight and reporting for this project. 	<p>8.2.4 Achieving results</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>9.2.1 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>9.2.1 Strategy 9.3.2 Quality</p>

<p>Leadership and Team management</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 skillsets, 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</p> <p>1.2.1 Organisational Awareness</p> <p>1.2.3 Ethics</p> <p>1.3.4 Taking responsibility</p> <p>4. Leadership and Teamwork</p> <p>4.2.1 United vision</p> <p>4.3.2 Strategic Focus</p> <p>4.3.3 Team dynamics</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>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 of the rights of and issues impacting Aboriginal and Torres Strait Islander children and young people. Demonstrated experience engaging with Aboriginal and Torres Strait Islander young people in culturally safe and effective way, including adjusting engagement approaches to recognise, acknowledge and respond to diverse life experiences. Excellent interpersonal skills, and experience in developing and managing stakeholder relationships. Highly developed communication skills, including group facilitation skills with demonstrated experience of leading group consultations, training or professional development.
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		<p>Desirable</p> <ul style="list-style-type: none"> • Understanding of the Aboriginal and Torres Strait Islander community controlled sector, including the role of Peak Bodies in policy, advocacy and programs. • Experience in convening and coordinating events, including logistical planning. • Highly organised, with the ability to self-manage, prioritise tasks, and manage competing demands under minimal supervision. • Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality project documents, reports, and submissions. • Demonstrated experience in managing performance and development of employees through ongoing coaching, mentoring and performance reviews. • 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>Qualifications & Requirements</p>	<ul style="list-style-type: none"> • Relevant tertiary qualifications or equivalent professional experience • Employee Working with Children Check (WWCC) • Current police check (no older than three months) • Current Driver’s License 	
	<p>Values and Attributes</p>	<p>Cultural Safety</p>	<p>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.</p>
		<p>Collaboration and trust</p>	<p>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</p>
		<p>Respect and kindness</p>	<p>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</p>
		<p>Accountability and integrity</p>	<p>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</p>
		<p>Staff Wellbeing</p>	<p>We are committed to the wellbeing of our staff.</p>

<p>Health, Safety & Wellbeing Requirements</p>	<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
<p>Organisational Expectations</p>	<p>Compliance with organisational policy, procedures including code of conduct.</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: (please print) Signature: Date:</p>