

Position Description

| | | | |
|-----------------------------------|--|----------------------------|--|
| Position Title: | Senior Policy & Engagement Officer – Youth Voice | Business Unit: | Policy & Research |
| Classification: | SCHADS Award | Reports to: | Policy & Engagement Lead – Youth Voice |
| SNAICC above award salary: | Level 6 | No. Direct Reports: | 0 |
| 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. |

| | | |
|---|--|---|
| | <p>The Senior Policy & Engagement Officer will support the analysis and assessment of existing Aboriginal and Torres Strait Islander youth representative and leadership bodies and work directly with Aboriginal and Torres Strait Islander young people to design a ‘youth voice’ mechanism within SNAICC and to support its early operation to ensure the views of Aboriginal and Torres Strait Islander children and young people are centred in our work.</p> | |
| <p>Position Characteristics:</p> | <p>Scope:</p> | <p>The Senior Policy & Engagement Officer – Youth Voice will report to the Policy & Engagement Lead – Youth Voice and will work to establish a new ‘Youth Voice’ function within SNAICC and support its early operation.</p> <p>The goal of this project is 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>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>Aboriginal and Torres Strait Islander people are strongly encouraged to apply.</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"> • Under the guidance and direction of the Policy & Engagement Lead – Youth Voice, deliver the project activities outlined below. • 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 ○ Facilitating opportunities and structures for children and young people to directly participate in and influence policy reform. ○ Ensuring all co-creation activities are delivered in a way that prioritises the safety and wellbeing of participants. ○ Administer honorarium payments to young people as necessary, maintaining transparent and organised | <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 |

| | |
|--|--|
| <p>payment processes and detailed record keeping ensuring accountability.</p> <ul style="list-style-type: none"> ○ 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. | <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>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. | |

| | | | |
|---------------------------|--|---|---|
| Selection Criteria | Knowledge, Skills and Experience | <p>Essential</p> <ul style="list-style-type: none"> • Understanding of the diverse range of rights 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. • Experience in convening and coordinating events, including logistical planning. • Excellent communication skills, including demonstrated capacity to produce high-quality project documents, reports, and submissions. <p>Desirable</p> <ul style="list-style-type: none"> • Highly organised, with the ability to self-manage, prioritise tasks, and manage competing demands. • Strong interpersonal skills, and experience in developing and managing stakeholder relationships. • 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 | |
| | Qualifications & Requirements | <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 | |
| | Values and Attributes | 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 and 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. |

| | |
|--|---|
| 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. |
| 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> |