

Position Description

Position Title:	Director Policy and Research	Business Unit:	Policy and Research
Classification:	SNAICC Salary Band: Director	Reports to:	Executive Director Policy and Research
Employment Type and FTE:	Fixed Term – 2 Years FTE: 1.0	No. Direct Reports:	Up to 6

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 Director Policy and Research plays a strategic leadership role within the organisation. The position develops and promotes SNAICC’s role as a national voice for Aboriginal & Torres Strait Islander children and families. The incumbent will provide high-quality leadership and guidance to further SNAICC’s development and advance SNAICC’s policy reform and research priorities. This includes leading SNAICC input to and secretariat services for the development, implementation, evaluation and oversight of national strategies and plans for systemic reform to improve services and outcomes for Aboriginal and Torres Strait Islander children and families.

	The incumbent will lead a team that provides 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.	
Position Characteristics:	Scope:	<p>The SNAICC Director, Policy and Research reports to the Executive Director Policy and Research, and as a senior member of the SNAICC Leadership group, works closely with all SNAICC Directors.</p> <p>The Director Policy Research will support and supervise staff in the Policy and Research Unit and provide strategic guidance across the broader organisation.</p>
	Significant internal/external relationships:	<ul style="list-style-type: none"> • SNAICC Board & Council • SNAICC CEO, Executive Directors and Directors • Strategic government & philanthropic partners, and sector peaks • Members of other SNAICC teams: Strategic Engagement and Communications; Sector Development; Early Years Support; Finance and Operations.
	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>Strategic and Operational Direction</p> <ul style="list-style-type: none"> • Provide strategic leadership and direction for SNAICC's Policy and Research Unit in collaboration with other Director/s and the Executive Director • Identify, assess and coordinate SNAICC responses to strategic policy opportunities aligned to SNAICC's strategic priorities in collaboration with the Executive Director • Coordinate workflow and allocation across the Policy and Research Unit, and support collaborative practice across the Unit and broader organisation in collaboration with the other Director/s • Coordinate whole of unit administrative and project support functions, including travel management, calendar management, recruitment processes, team planning and support for the Executive Director in collaboration with other Director/s. • Oversee and support allocated Policy and Research Unit subject matter expert and secretariat teams, including providing supervision to managers, supporting team and project work plan development and implementation, providing strategic guidance to projects and providing professional 	<p>6. Service Delivery</p> <p>6.3.2 Knowledge of Sector Issues</p> <p>6.4.3 Stakeholder outcomes</p> <p>6.3.4 Diversity</p> <p>7. Policy and Research</p> <p>7.4.1 Policy development and implementation</p> <p>7.4.2 Evidence based policy and program development</p> <p>7.4.4 Sector Leadership</p> <p>7.4.5 Research Impact</p>

<p>development and wellbeing supports for staff.</p> <ul style="list-style-type: none"> • Inform and coordinate SNAICC input to the development, implementation, evaluation and oversight of national strategies and plans for systemic reform to improve services and outcomes for Aboriginal and Torres Strait Islander children and families in collaboration with other Director/s and the Executive Director. • Support and work alongside the Policy and Research Unit staff to write and prepare a range of papers, reports, and submissions for publication and use by SNAICC on a broad range of issues relating to the rights and needs of Aboriginal and Torres Strait Islander children. • Provide high level advice to the Executive Director, the CEO and other SNAICC Executives as appropriate to inform efforts to advance SNAICC policy priorities. • Lead and oversee the preparation of SNAICC policy papers, briefings, and position papers to support the Executive Director Policy and Research, CEO, and executive members to fulfil their role of representing SNAICC in forums such as conferences, meetings with government officials and parliamentarians, parliamentary inquiries and community-based forums. • Lead and manage research projects and provide guidance to the development of SNAICC's research agenda and activities in consultation with other Director/s and the Executive Director, Policy and Research. • To contribute to the overall functioning of SNAICC as an organisation through activities such as writing and preparing material for the SNAICC newsletter and working collaboratively with other SNAICC staff on related projects, including collaborating on research and writing for the development of SNAICC resources and project proposals. 	
<p>Leadership</p> <ul style="list-style-type: none"> • Provide coaching and support to all direct reports in the performance of duties, by monitoring and providing feedback • Create a culture and team environment where people are motivated to be their best and help the organisation achieve • Complete and promote the value of regular supervision, annual work plans and undertake annual performance reviews • Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment, and inappropriate conduct. 	<p>4. Leadership & Teamwork</p> <ul style="list-style-type: none"> 4.4.1 United vision 4.4.2 Strategic focus 4.3.3 Team dynamics 4.3.4 Conflict management <p>1. Organisational Awareness and Professionalism</p> <ul style="list-style-type: none"> 1.4.1 Organisational awareness 1.3.2 Time management 1.3.4 Ethics 1.4.4 Taking responsibility 1.3.5 Problem solving

<p>Community and Government Liaison</p> <ul style="list-style-type: none"> In collaboration with the Executive Director, foster links with SNAICC members, other Aboriginal and Torres Strait Islander organisations, relevant areas of government, higher education, and the broader community sector in order to maintain and build policy networks, ensure SNAICC's policy work is community and member informed and driven, influence policy reform and develop SNAICC's research agenda. 	<p>2. Community and Interagency Relations</p> <p>2.4.1 Networks and stakeholders 2.4.2 Community 2.4.3 Partnerships and collaboration 2.4.4 Knowledge of community 2.4.5 Social Justice</p> <p>3. Communication & Relationship Skills</p> <p>3.4.1 Advocacy 3.4.2 Written Communication 3.4.3 Verbal communication 3.4.4 Public speaking 3.4.5 Interpersonal skills</p>
<p>Financial and Funding Management</p> <ul style="list-style-type: none"> Achieve targets / budgets for the respective teams and negotiate budgetary issues with relevant managers Negotiate and ensure compliance with relevant contracts, with responsibilities including project and budget management, reporting and supervision of project staff. Develop, grow, and diversify SNAICC's government and philanthropic funding base for delivering effective policy and research projects aligned to SNAICC's strategic goals. Support the overall functioning and management of SNAICC by contributing to organisational planning, annual budget development, review of strategic priorities and supporting and supervising staff. 	<p>5. Resources, Assets & Sustainability</p> <p>5.4.1 Revenue raising 5.2.2 Financial Management</p> <p>8. Program & Contract Management</p> <p>8.3.1 Program development 8.3.2 Program management 8.3.3 Achieving results 8.3.4 Contract management</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>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. 	<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>

<ul style="list-style-type: none"> 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, staff training and development activities and SNAICC policy development Other duties as directed by the Executive Director Policy and Research 		
<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> Demonstrated capacity to research, analyse, understand, and write concisely about complex social policy issues. Demonstrated ability to shape, influence and execute strategic policy reform agendas that drive improved community outcomes. Demonstrated capacity to manage complex projects and budgets and provide timely compliance with outcome and reporting requirements. Demonstrated capacity to manage people and teams effectively to deliver a complex and high-volume program of work while building a positive and supportive team culture. Demonstrated ability to communicate policy effectively and strategically to a range of audiences in both written and oral form. Strong leadership skills and significant experience in a senior management position, including: <ul style="list-style-type: none"> strategic leadership of a team and staff development and implementation of strategic and operational plans evidence of fundraising skills and experience and understanding of financial sustainability and financial management. Demonstrated capacity to establish and maintain effective collaborative partnerships at a senior level with a broad range of stakeholders, including non-government organisations, government, philanthropic, and Aboriginal and Torres Strait Islander community. Ability to liaise effectively with and work alongside Aboriginal and Torres Strait Islander people and organisations. Broad knowledge and a deep understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families and strong commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families, or the ability to quickly acquire this knowledge.
	<p>Qualifications & Requirements</p>	<ul style="list-style-type: none"> Relevant tertiary qualifications and extensive professional experience in a related field such as social policy, research, education, law. Working with Children Check Current police check (no older than three months) Current Driver's License

	Values	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.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the Director Policy and Research position.</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>