

## Position Description

### Director Policy and Research

Reports to: Executive Director, Policy and Research

Business Unit: Policy and Research

SNAICC Level: Director

FTE: 1

Direct Reports: Up to 6

### 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.

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. The Director Policy Research will support and supervise staff in the Policy and Research Unit and provide strategic guidance across the broader organisation.

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.

#### Key responsibilities

#### SNAICC Competency Framework

##### Strategic and Operational Direction

- 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

**1. Organisational Awareness & Professionalism**

1.4.1 Organisational Awareness  
 1.3.2 Time Management  
 1.3.4 Ethics  
 1.4.4 Taking responsibility  
 1.3.5 Problem Solving



- 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 development and wellbeing supports for staff.
- 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,

## **2. Community and Interagency Relations**

- 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

## **3. Communication and Relationship Skills**

- 3.4.1 Advocacy
- 3.4.2 Written communication
- 3.4.3 Verbal communication
- 3.4.4 Public speaking
- 3.3.5 Interpersonal skills

## **6. Service Delivery**

- 6.3.2 Knowledge of sector issues
- 6.4.3 Stakeholder outcomes
- 6.3.4 Diversity

## **7. Policy and Research**

- 7.4.1 Policy development and implementation
- 7.4.2 Evidence based policy and program development
- 7.4.4 Sector Leadership
- 7.4.5 Research Impact

including collaborating on research and writing for the development of SNAICC resources and project proposals.

- 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.

## **Leadership**

- 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.

## **Financial and Funding Management**

- 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.

## **8. Program & Contract Management**

- 8.3.1 Program development
- 8.3.2 Program management
- 8.3.3 Contract management
- 8.3.4 Achieving results

## **4. Leadership & Teamwork**

- 4.4.1 United vision
- 4.4.2 Strategic focus
- 4.3.3 Team dynamics
- 4.3.4 Conflict management

## **5. Resources, Assets & Sustainability**

- 5.4.1 Revenue raising
- 5.2.2 Financial Management

## Quality and Compliance

- 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.

## Common duties shared with other SNAICC staff

- 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.

## 9. Risk Management, Workplace Safety & Quality

- 9.3.1 Strategy
- 9.3.3 Risk Management
- 9.4.1 Health Safety Wellbeing

## Significant relationships:

### External

- Aboriginal and Torres Strait Islander peak bodies in the child and family sector, other sectors, including national and jurisdictional Coalition of Peaks structures
- Aboriginal and Torres Strait Islander community-controlled sector stakeholders
- Statutory bodies such as Aboriginal and Torres Strait Islander Children's Commissioners
- Commonwealth, State and Territory Government stakeholders.
- Aboriginal and Torres Strait Islander academics, research institutes and policy/research consultants
- Non-Indigenous peak bodies and service providers in the child and family sector

### Internal

- Policy and Research Unit members
- SNAICC Business Units: Office of the CEO; Programs;
- SNAICC Board and Council

## Key selection criteria

### Knowledge & experience

- 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:
  - 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.

### Qualifications & requirements

- Relevant tertiary qualifications or equivalent professional experience.
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.



## Who we are

**SNAICC – National Voice for our Children** is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia.

Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

### Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

### Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan 2025-2028](#)

## Our shared values

- **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 judgment and give people the benefit of the doubt.

- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & 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.

## Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- 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.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, 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 and provide information, instruction and coaching.

## Acknowledgement of incumbent

**I have read and understood the requirements of the position.**

Name:

Signature:

Date: