

## Position Description

### Senior Policy and Research Officer

Reports to: Manager, Policy and Research

Business Unit: Policy and Research

SNAICC Level: 6

FTE: 1

Direct Reports: 0

### Position summary

The Senior Policy & Research Officer will provide 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 incumbent will research and draft high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and media releases in line with SNAICC's policy priorities and strategic opportunities.

As part of the Policy and Research team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the incumbent reports to the relevant team manager and works with internal and external stakeholders to deliver key projects on time, within budget and to a high standard to make a positive impact for Aboriginal and Torres Strait Islander children and their families.

### 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.

### Key responsibilities

With guidance from the Manager:

- Project manage policy and research projects including maintaining effective governance, financial and reporting practices to ensure projects are delivered to a high standard, on time and within budget.
- Establish and monitor project plans for effective development, implementation, and review of projects.

#### SNAICC Competency Framework

##### 1. Organisational Awareness & Professionalism

- 1.2.1 Organisational Awareness
- 1.2.2 Time management
- 1.2.3 Ethics
- 1.3.4 Taking responsibility
- 1.2.5 Problem solving

##### 2. Community and

- Undertake research across a range of social policy areas, including desktop reviews, literature-based research, consultation and gathering and analysing qualitative and quantitative data as required.
- Write and edit project outputs, research papers and policy reports for sharing with key stakeholders, publication or presentation at meetings and conferences.
- Translate project outputs, policy and research into accessible resources and information for funding bodies, SNAICC member services and other stakeholders.
- Draft and edit effective, accessible and impactful project communications for stakeholders, decision-makers, SNAICC website, newsletters and other external publications.
- Establish and maintain ongoing relationships with funding bodies, Commonwealth, State and Territory governments, key partners, stakeholders and SNAICC member services.
- Maintain accurate project records to the standard required for audit and compliance.
- Work closely with the broader Policy and Research team to contribute to SNAICC's ongoing policy and advocacy work.

### **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.

### **Interagency Relations**

- 2.2.1 Networks & stakeholders
- 2.2.4 Knowledge of community
- 2.3.5 Social Justice

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

- 3.2.1 Advocacy
- 3.2.2 Written communication
- 3.2.5 Interpersonal skills

### **6. Service Delivery**

- 6.2.2 Knowledge of sector issues
- 6.2.3 Stakeholder Outcomes

### **7. Policy and Research**

- 7.3.1 Policy development and implementation
- 7.2.4 Sector Leadership
- 7.2.5 Research Impact

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

- 8.3.1 Program development
- 8.2.3 Contract Management
- 8.3.4 Achieving results

### **9. Risk Management, Workplace Safety & Quality**

- 9.2.1 Strategy
- 9.2.4 Quality
- 9.2.3 Risk management

### **Significant relationships:**

#### **External**

- Contracting organisations and funding bodies
- Commonwealth, State and Territory Governments

#### **Internal**

- Policy and Research Team members
- SNAICC Business Units: Office of the CEO; Programs; Policy and Research

- SNAICC's membership

## Key selection criteria

### Knowledge & experience

- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Demonstrated ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in projects, policies and consultation processes.
- Excellent project management skills including the ability to work collaboratively with project stakeholders, develop and implement work plans and meet deadlines.
- Excellent writing skills, including demonstrated ability to produce high-quality policy documents, evidence-based reports, submission, and research papers.
- Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
- Excellent interpersonal and verbal communication skills.
- Ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.

### Qualifications & requirements

- Undergraduate Degree and/or a minimum of 5 years policy, research or project 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](#).

## 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: