

Position Description

Principal Policy Officer

Reports to: Manager, Safe and Supported
SNAICC Level: 7

FTE: 1

Business Unit: Policy and Research
Direct Reports: up to 2

Position summary

The Principal Policy Officer, Safe and Supported will support SNAICC's policy outcomes in the Safe and Support Team. This small team is responsible for strategic policy and secretariat functions for Safe and Supported: National Framework for Protecting Australia's Children 2021 – 2031 (Safe and Supported), supporting the Aboriginal and Torres Strait Islander Leadership Group for Safe and Supported as partners in governance of implementation of the Framework. The position will drive a strategic approach to policy development and coordination for major policy reforms through the national Safe and Supported governance structure. The incumbent 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; and will support the Manager in the development of high-quality policy and research papers, briefings, reports, submissions, resources for services, fact sheets and media releases with a focus on child safety and wellbeing. This key role will enhance the research and policy development capacity of SNAICC.

As part of the Policy and Research team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, The Policy Principal Officer reports to the Manager, Safe and Supported and works closely across the Policy and Research teams.

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

- Support the Manager in the provision of high quality, impactful policy and secretariat advice and recommendations.
- Support the Aboriginal and Torres Strait Islander Leadership Group Members to engage in high-level and strategic policy engagement and reform processes, including through the development of high quality briefings and logistical support

SNAICC Competency Framework

1. Organisational Awareness & Professionalism

1.2.1 Organisational Awareness

1.3.2 Time Management

1.2.3 Ethics

1.3.4 Taking responsibility

- Lead coordination and development of significant policy reforms.
- Support the SNAICC CEO as co-chair of the Leadership Group including briefings, speaking notes and logistical support.
- Support the responsibilities of the Safe and Supported secretariat team including liaising with Aboriginal and Torres Strait Islander Leadership Group members; supporting the team in collaborating with the government co-secretariat teams; setting agendas; identifying and pursuing policy influencing opportunities; preparing papers; progressing policy work out-of-session; organising logistics including travel; and maintaining and updating public material.
- Support the SNAICC CEO and SNAICC Council members to engage in high-level and strategic policy engagement and reform processes.
- Other duties as directed
- Assist in building and maintaining ongoing relationships with Government, key partners, stakeholders, relevant government agencies, the community-controlled child and family sector, and other non-government stakeholders
- Translate policy and research into accessible resources and information for key stakeholders and the broader community as required.
- Establish, implement and oversee project plans and teamwork plans for the effective development, implementation, and review of team priorities and projects.
- Prepare reports and updates against contractual obligations and to support organisational management and governance.

Safety and Wellbeing

- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.

2. Community and Interagency Relations

2.2.1 Networks and stakeholders

2.3.2 Community

2.3.3 Partnerships and collaboration

2.2.4 Knowledge of community

2.3.5 Social Justice

3. Communication and Relationship Skills

3.3.1 Advocacy

3.2.2 Written communication

3.3.5 Interpersonal skills

4. Leadership and Teamwork

4.2.1 United vision

4.3.2 Strategic Focus

4.3.3 Team dynamics

6. Service Delivery

6.2.2 Knowledge of sector issues

6.3.4 Diversity

7. Policy and Research

7.3.1 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

8.2.1 Program development

8.3.2 Program management

8.2.3 Contract management

8.2.4 Achieving results

9. Risk Management, Workplace Safety & Quality

9.2.1 Strategy

9.3.3 Risk Management

- 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.

Leadership and Team management

- Liaise regularly with the Manager, Safe and Supported, in relation to the development and implementation of teamwork plans and individual work plans
- Communicate effectively with team members and lead the creation of a positive team culture.
- Lead and develop staff skills and knowledge, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice, reflective practice and continuous improvement.
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

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.

9.3.4 Health Safety Wellbeing

4. Leadership and Teamwork

- 4.2.1 United vision
- 4.3.2 Strategic Focus
- 4.3.3 Team dynamics
- 4.2.4 Conflict Management
- 4.3.5 Diversity

9. Risk Management, Workplace Safety & Quality

- 9.2.1 Strategy
- 9.3.2 Quality

9. Risk Management, Workplace Safety & Quality

- 9.2.1 Strategy
- 9.3.3 Risk Management
- 9.4.4 Health Safety Wellbeing

Significant relationships:

External

- Safe and Supported Aboriginal and Torres Strait Islander Leadership Group members
- Aboriginal and Torres Strait Islander Peak bodies
- Statutory bodies such as Aboriginal and Torres Strait Islander Children's Commissioners
- Australian Institute of Family Studies
- Australian Institute of Health and Welfare.
- Australian Government Department of Social Services
- Aboriginal and Torres Strait Islander community-controlled sector stakeholders
- Other Commonwealth and Territory government stakeholders

Internal

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

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 experience and ability to work effectively and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in research and policy development processes
- Demonstrated understanding of the governance and policy architecture under the National Agreement on Closing the Gap.
- Demonstrated understanding of secretariat and governance support functions and structures, including a strategic approach to navigating these.
- Demonstrated experience in policy leadership, including a deep understanding of policy development, implementation, and monitoring and evaluation processes, and what is required to drive and influence these processes
- Demonstrated capacity to establish and maintain effective collaborative partnerships and influence at a senior level with a broad range of stakeholders, including non-government organisations, government, philanthropic, and Aboriginal and Torres Strait Islander community

- Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
- Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality policy documents, evidence-based reports, submission, and research papers
- Demonstrated experience in managing performance and development of employees through ongoing coaching, mentoring and performance reviews.
- Strong experience in project management including the ability to work collaboratively with project stakeholders, develop and implement project work plans and meet deadlines
- Capacity to manage competing demands and prioritise effectively in a fast-paced working environment, while completing required deliverables
- 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

- 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](#).

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: