Job description

# Senior Policy and Advocacy Officer

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| Position details | |
| Classification | VPS 5 |
| Salary range | Range 1 - $101,120 - $111,734  Range 2 - $111,736 - $122,348 per annum + superannuation |
| Position number | CCYP 295006 |
| Work location | Level 18, 570 Bourke St, Melbourne (occasional travel across regional Victoria may be required) |
| Employment type | Full time ongoing |
| Position reports to | Manager Koori Advisory & Engagement |
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The Commission for Children and Young People (the Commission) strongly encourages people from diverse backgrounds and personal experiences to apply, including Aboriginal and/or Torres Strait Islander peoples, people from culturally and linguistically diverse communities, LGBTQI+ and people living with disabilities.

The Commission recognises that by creating a more diverse workforce that can engage more effectively with Aboriginal communities and integrates traditional Aboriginal knowledge and culture with contemporary practices, will deliver better outcomes for vulnerable children and young people.

## Organisational Environment

The Commission is an independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people. It has a particular focus on vulnerable children and young people.

The Commission’s vision is that the rights of all children and young people in Victoria are recognised, respected and defended.

The Commission promotes the rights, safety and wellbeing of children and young people by:

* Providing independent scrutiny and oversight of services for children and young people, particularly those in the out of home care, child protection and youth justice systems.
* Advocating for best practice policy, program and service responses to meet the needs of children and young people.
* Supporting and regulating organisations that work with children and young people to prevent abuse and make sure these organisations have child safe practices.
* Bringing the views and experiences of children and young people to the attention of government and the community.

## Commitment to child safety

The Commission is committed to providing a child safe and child friendly environment, where children and young people with whom we have contact are safe and feel safe, and able to actively participate in decisions that affect their lives.

**Koori Advisory and Engagement**

The Koori Advisory and Engagement team provide authoritative advice to the Commissioner for Aboriginal Children and Young People, the Principal Commissioner for Children and Young People and the Commission Leadership Team in relation to issues impacting Aboriginal children and young people. The team also works across the broader Commission to ensure Aboriginal issues and perspectives are represented when advocating for the safety and wellbeing of children and young people.

In addition to internal responsibilities, the team identifies and creates opportunities for engagement with Aboriginal children and young people and communities to inform and guide the policy and advocacy direction of the Commission.

**Job** **summary**

Reporting to the Manager, Koori Advisory and Engagement, the Senior Adviser Aboriginal Children and Families is part of a small team that provides specialist advice on issues specific to Aboriginal children and young people, with a focus on those in contact or involved with child protection and out-of-home-care systems. As a result, cultural awareness and proven ability to manage stakeholder relationships in Aboriginal communities are a critical part of the role.

The Senior Adviser will work collaboratively with other teams across the Commission, providing and promoting culturally specific insights into policy, practices and services affecting Aboriginal children and young people.

## Accountabilities

1. Undertaking research and data analysis, and analysing complex policy development and service delivery issues to identify risks and trends impacting on the safety and wellbeing of Aboriginal children and young people
2. Providing timely and high quality advice on complex and sensitive policy issues and proposals and preparing and reviewing reports and briefings as required for the Commissioner for Aboriginal Children and Young People, Senior Management Team and Manager, Koori Advisory and Engagement
3. Providing advice, recommendations and policy options to address specific issues and risks that impact on Aboriginal children and young people, relevant to the strategic goals of the Commission
4. Representing the Commission with internal and external stakeholders, including initiating and maintaining relationships with the Aboriginal community and associated agencies
5. Using Aboriginal community perspectives to inform the production of Commission-produced reports, recommendations and briefings that impact the safety and wellbeing of Aboriginal children and young people
6. Working with complex and/or sensitive cases requiring negotiation, communication and interpersonal skills
7. Supporting the Manager, Koori Advisory and Engagement to develop and implement cultural competency and sensitivity across the Commission
8. Supporting the development and implementation of an annual Koori Advisory and Engagement Unit plan
9. Supporting implementation of the business goals of the Koori Advisory and Engagement Unit, leveraging expertise and perspectives of colleagues from all functions of the Commission

## Key selection criteria

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| Knowledge and skills | Written Communication  * Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language * Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs * Ensures appropriate style and formats are used  Organising and Planning  * Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required * Identifies processes, tasks and resources required to achieve a goal * Establishes systems and procedures to guide work and track progress * Recognises actual and potential barriers and finds effective ways to deal with them  Policy Skills  * Formulates and communicates policy options and recommendations * Keeps up-to-date with a broad range of contemporary issues * Scans for links and potential implications of proposed policy options * Liaises with stakeholders  Stakeholder Management  * Identifies issues in common for one or more stakeholders and uses these to build mutually beneficial relationships * Identifies and responds to stakeholders’ underlying needs * Uses understanding of the stakeholders’ organisational context to ensure outcomes are achieved * Finds innovative solutions to resolve stakeholder issues  Interpersonal Skills  * Detects the underlying concerns, interests or emotions that lie behind what is being said and done * Presents as genuine and sincere when dealing with others * Projects an objective view of another’s position * Uses understanding of individuals to get the best outcomes for the person and organisation |
| Personal qualities | Integrity  * Committed to the public interest * Operates in a manner that is consistent with the VPSC Code of Conduct for VPS Employees of Special Bodies and Commissions * Builds trust by treating all individuals fairly  Cultural awareness  * Sound knowledge of Victorian Aboriginal culture and society * Appreciation of the needs and aspirations of Victorian Aboriginal Communities * Communicates sensitively with Aboriginal people  Drive & Commitment  * Enthusiastic and committed * Demonstrates capacity for sustained effort and hard work * Sets high standards of performance for self and others * Enjoys a vigorous and dynamic work environment  Relationship Building  * Establishes and maintains relationships with people at all levels * Promotes harmony and consensus through diplomatic handling of disagreements * Forges useful partnerships with people across the Commission and from other organisations in the pursuit of common goals * Builds trust through consistent actions, sharing information and open communication * Approaches activities, decisions and outcomes from the perspective of working with others  Creativity and Innovation  * Generates new ideas * Draws on a range of information sources to identify new ways of doing things * Translates creative ideas into workplace improvements * Reflects on experience and is open to new ways to improve practice |
| Qualifications and experience | Desirable  * Relevant tertiary qualification * Demonstrated experience working with Aboriginal people and communities, including sophisticated and culturally aware stakeholder engagement |

## Conditions and Benefits

All staff of the Commission are required to comply with the *Code of Conduct for Victorian Public Sector Employees of Special Bodies 2015* and agree to work according to our values of listening and advocating and being independent and accountable.

Staff of the Commission can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see [www.careers.vic.gov.au/why/benefits-conditions](http://www.careers.vic.gov.au/why/benefits-conditions).

## Safety screening

All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process.

Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website (www.immi.gov.au) and search under ‘Character and Police Certificate Requirements – How do I obtain a police certificate?’

A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment.