




Role Title: Senior Policy Advisor
Classification: ASO7
Reports to: Principal Policy Advisor
Number of direct reports: Nil
Approved by delegate: 
Shona Reid, Guardian for Children and Young People
Date: June 2024

Organisational Context

The Office of the Guardian for Children and Young People (OGCYP) is an independent body that promotes and advocates for the rights and best interests of children and young people who are:

- under the guardianship of the Chief Executive of the Department for Child Protection; and/or
- sentenced or remanded to detention in the Adelaide Youth Training Centre (AYTC).

We provide advocacy on individual and systemic issues, as well as monitoring safety and wellbeing for children and young people in care or detention.

In everything we do, we are committed to ensuring the voices of children and young people are heard, and their rights are upheld.

The OGCYP provides support for the Guardian for Children and Young People, who is an independent statutory officer appointed under the *Children and Young People (Oversight and Advocacy Bodies Act)*. The Guardian also holds the roles of Training Centre Visitor, Child and Young Person's Visitor and Youth Treatment Orders Visitor.

More information about each of these roles and the work of the OGCYP is available on the Guardian's website at www.gcyp.sa.gov.au.

Role Summary

The Senior Policy Advisor is an important team member who will lead and deliver complex policy analysis and provide expert advice to promote the rights and best interests of children and young people in care and/or youth detention.

The role is also pivotal in building, maintaining and partnering with the OGCYP's diverse stakeholder networks – across government and non-government organisations, community

groups, higher education institutions, other independent statutory bodies and children and young people with experience of care and/or youth detention.

The Senior Policy Advisor works within a small team providing policy, communications and engagement support to the Guardian. In addition to delivering policy and stakeholder engagement outcomes, the team is centred on promoting the views of children and young people with experience of out-of-home care and youth detention in systems and policy reform.

In accordance with legislative responsibilities, the OGCYP pays particular attention in our work to the needs and circumstances of:

- Aboriginal and/or Torres Strait Islander children and young people,
- those who have a physical, psychological or intellectual disability and/or
- those who have or are alleged to have experienced sexual abuse.

In addition, we are committed to promoting the rights of culturally and linguistically diverse children and young people, and those who identify as LGBTIQ+.

Key Outcomes

Policy and Strategy

1. Develop, implement, and evaluate potentially sensitive and complex projects that interrogate systemic matters relating to children and young people in out-of-home care and youth detention.
2. Undertake complex analysis of research and data and prepare high-level statutory, policy and strategic advice, which identifies relevant risks and issues and proposes and implements solutions.
3. Prepare very high quality written documents, including submissions, briefings, reports and correspondence, which promote the rights and best interest of children and young people in out-of-home care and youth detention, within required deadlines.
4. Coordinate and guide the undertaking of specific inquiries and investigations on matters relating to children and young people's experiences in out-of-home care and youth detention systems.

Stakeholder engagement and relationships

5. Lead and manage the development of relationships with key stakeholders and leverage these relationships to ensure a detailed understanding and awareness of policy issues relevant to out-of-home care and youth detention.
6. Lead consultations on strategic policy and statutory initiatives with key stakeholders – including government and non-government organisations, community groups, higher education institutions and other independent statutory bodies – at a local, interstate and international level.
7. Maximise the opportunity for children and young people to participate in systems and policy reform, giving proper weight to their views.

8. Represent the OGCYP on committees or working parties as required.

Organisational

9. Provide support, guidance and supervision of a university student intern, from time to time.

10. Provide support and guidance to more junior team members in the Policy team.

11. Contribute as a member of the OGCYP staff team, modelling ethical behaviour and practices (consistent with the SA Government Code of Conduct for Public Sector Employees and GCYP stated values) and following sustainable work environment principles.

12. Contribute to the maintenance of a safe and healthy work environment by taking personal accountability for identifying and reporting incidents, hazards and injuries in accordance with relevant policies and procedures and cooperating and complying with reasonable instructions of line management and WHS Officers.

Key Selection Criteria

The selection panel will assess applications against the capabilities below, taking into consideration the context of the role and any specific abilities that have been identified as being relevant /necessary for the role.

In their application, applicants are requested to address the key capabilities by providing evidence through examples. Their application should tell the reader about authentic situations which demonstrate the capabilities, and the achieved outcomes.

The selection process will also assess the strengths of applicants against the key challenges and outcomes.

Key capabilities

Skill:

- High-level ability to develop work that respects and reflects the best interests and core rights of children and young people.
- High level ability to interpret, apply and explain legislation, policy, principles, children's rights frameworks and practice.
- Ability to work efficiently under broad direction and within critical deadlines to analyse, evaluate and resolve sensitive and complex problems.
- Ability to work individually with children and young people, applying trauma-informed practice and within professional boundaries and ethics.
- Demonstrated capacity to build rapport, trust and a working relationship with Aboriginal and/or Torres Strait Islander children and young people and their communities, and to engage effectively with children and young people with a disability, neurodiversity and/or communication barriers.

- Demonstrated capacity to undertake research, analysis and policy development to a high professional standard. Must be able to use and analyse data and develop professional reports.
- Ability to communicate effectively in writing and verbally with diverse stakeholders in a confidential and tactful manner.
- Personal capacity to operate professionally in a high pressure and possibly confronting environment and to prioritise workload and manage time effectively.
- Ability to develop and maintain professional networks with internal and external stakeholders.

Experience:

- Proven experience in leading, undertaking or contributing to project, briefing, monitoring and/or inquiry work.
- Proven ability to apply strategic, conceptual and analytical thinking to problems, initiate constructive discussion and debate, and to provide advice and assistance on sensitive, complex matters.
- Proven ability to work in a highly efficient manner, under broad direction only, and within critical deadlines to determine objectives, analyse, evaluate and resolve complex matters.
- Proven high level and successful experience in leading and ensuring best practice project management within a complex and demanding environment for a major program on a state-wide scale.

Knowledge:

- High level discipline knowledge of the child protection, youth justice and related systems, and skills to work safely with vulnerable and/or traumatised children and young people.
- Detailed knowledge of strategic and applied child protection policy and practice issues, including as these relate to mainstream and culturally specific support services in areas such as health, disability and education.
- Knowledge and understanding of the national policy landscape relating to child protection and the history of colonial and post-colonial practices impacting upon Aboriginal and/or Torres Strait children, young people and families in relation to child protection and youth justice systems.
- Knowledge and understanding of the social model of disability and the history of social exclusion and discrimination practices impacting upon children, young people and families with a disability and/or neurodiversity.
- Knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Qualifications

Essential: Tertiary qualification in an appropriate discipline (e.g., public policy and administration, law, psychology, social sciences) or equivalent relevant, high-level experience.

Key Relationships / Interactions

- Guardian for Children and Young People (including ex-officio roles)
- Principal Policy Advisor
- Principal Advocate (GYCP Advocacy), Principal Advocate (Visiting), Principal Aboriginal Advocate
- Staff within GCYP
- Children and young people in out-of-home care and youth detention
- Staff within the Department for Child Protection, Department of Human Services and the Attorney Generals Department.
- Government, non-government service providers and community groups, and higher education and other expert bodies with an interest in children and young people involved in the child protection and youth justice systems.
- Professional networks including the Australian and New Zealand Children's Commissioners, Guardians and Advocates (ANZCCGA) Group.
- Academic and research institutions.
- Members of the broader community and community organisations.

Key Challenges

Child protection and youth justice are politically sensitive and complex areas in which this position will use information from multiple sources to gain insight about complex issues affecting vulnerable children and young people and help devise practical systemic solutions.

The Senior Policy Advisor must be able to engage with people of diverse backgrounds and undertake action and engagement processes that are inclusive of Aboriginal and/or Torres Strait Islander people, people with disability, and people from culturally and linguistically diverse backgrounds.

The position requires high levels of confidentiality, professionalism, the ability to build rapport with children and young people and negotiate about sensitive issues with tact and discretion.

The Senior Policy Advisor will need to be confident and self-sufficient in what at times may be a difficult and stressful environment.

Recruitment Values

OGCYP values support the achievement of our objectives and build a high performing workplace. We will:

- place children and young people at the centre of our decision making.

- encourage and support innovation.
- respect and value our staff and others and ensure their safety and wellbeing.
- take pride in our organisation, our work and ourselves.
- act ethically, mindful of the responsibility and independence of our office.

Corporate Responsibilities

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to ethical conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people, people with disability and other under-represented groups.

Special Conditions

- The successful applicant is required to gain a Department for Human Services (DHS) child-related employment screening prior to being employed, which is required to be renewed every five years before expiry.
- The incumbent will be required to undertake Safe Environments for Children and Young People 'Through their eyes' training course and update as necessary.
- A flexible approach to the taking of leave is required.
- Out of hours work may be required.
- Inter and Intra-state travel may be required.
- The incumbent will be required to achieve mutually agreed performance targets.

Eligibility

Australian residency or current work permit (it is the responsibility of applicant to provide evidence of a current work permit).