

## Position Description

### Principal Policy Officer

Reports to: Manager, Child Safety & Wellbeing

Business Unit: Policy and Research

SNAICC Level: 7

FTE: 1

Direct Reports: Up to 3

### Position summary

This Principal Policy Officer will support SNAICC's policy outcomes in the Child Safety and Wellbeing Team. This team is responsible for delivering policy and research advice, projects and proposals related to SNAICC's child safety and wellbeing policy reform and research priorities. Projects typically include developing and delivering detailed, evidence-informed advice to internal SNAICC leadership; Commonwealth, State and Territory Governments; the wider non-profit sector, and shared decision-making structures such as the Safe and Supported Governance structures.

The incumbent will provide policy analysis of issues relating to SNAICC's child safety and wellbeing policy reform and research agendas, deliverables and the overarching rights and needs of Aboriginal and Torres Strait Islander families and children; be closely involved in broad engagement with Aboriginal and Torres Strait Islander organisations and communities across Australia; and support the Manager in the day-to-day implementation of project and people management processes, enhancing the Child Safety and Wellbeing team's capacity to deliver exceptional policy and research outputs within the required timeframe and budget.

As part of the Policy and Research Unit, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Principal Policy Officer reports to the Manager, Child Safety and Wellbeing working collaboratively with all Policy and Research teams) and will directly supervise staff.

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

- Day to day project management of the Family Matters report and Aboriginal and Torres Strait Islander Child Placement Principle Review
- Support the Manager in the delivery of high quality, impactful policy projects by leading/participating in coordination, engagement/data collection, and quality control of significant policy reform projects.

### 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

- Support the SNAICC Executive and Board/Council, along with Aboriginal and Torres Strait Islander leaders across shared decision-making forums and project-specific governance structures, to engage in high-level strategic policy engagement and reform processes, including through the provision of high-quality briefings.
- Support the responsibilities of the Child Safety and Wellbeing Team including liaising with Aboriginal and Torres Strait Islander leaders across shared decision-making forums and project-specific governance structures; identifying and pursuing policy influencing opportunities; maintaining and updating public material; collaborating with funding agencies; complying with funding agreements (meeting contract milestones, ensuring invoicing and receipting of payments in line with contracts, maintaining accurate project records).
- Lead and deliver effective and culturally appropriate consultation strategies that ensure the views of Aboriginal and Torres Strait Islander communities are represented in projects; develop and lead consultation strategies to ensure effective collaboration with internal and external stakeholders.
- Assist in building and maintaining ongoing relationships with key partners and stakeholders, including relevant government agencies, SNAICC member services/the community-controlled child and family sector, Aboriginal and Torres Strait Islander academics and research institutes, and other non-government stakeholders.
- Lead effective project communication, updates/reporting and promotion to funding bodies, project stakeholders, SNAICC governance bodies and other external entities as required, including by preparing reports against contractual obligations and to support organisational management and governance.
- Maintain positive working relationships with funding bodies and sub-contracted organisations
- 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.
- Other duties as directed.

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

- 2.2.1 Networks and stakeholders
- 2.2.2 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

## **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

## Leadership and Team management

- Liaise regularly with the Manager, Child Safety and Wellbeing, 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.

## Significant relationships:

### External

### Internal

## 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

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

## 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 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 supervision, including supporting employee performance and development 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 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: