



## Director, Policy and Advocacy

Key Position Information	
Job Title:	<b>Director, Policy and Advocacy</b>
Business Unit:	<b>Policy and Advocacy</b>
Location:	<b>Sydney, NSW</b>
Reports To:	<b>Chief Executive Officer</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>Salary range \$110K-\$120K commensurate with experience, not-for-profit salary packaging available, plus superannuation</b>
Direct reports:	<b>Policy Officers</b>

### About AbSec

AbSec -NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out- of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

### Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

### Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them

- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

### Role Purpose

The Director, Policy and Advocacy is primarily responsible for the development and design of policy reform to promote positive advancements and systemic change for Aboriginal children, young people, families and communities affected by the child protection and out-of-home care sector in NSW. This position will provide strategic advice across a broad range of policy areas, and manage a wide array of policy, advocacy, campaign, and research initiatives to achieve change on priorities and solutions for the sector.

### Position Requirements

- Completion or progress towards relevant tertiary qualifications in Policy Research and Development, Business, or other relevant discipline.
- A minimum of 3 years' experience in any senior function within Policy, Advocacy and Research.

Function	Accountabilities
<b>Strategic</b>	<ul style="list-style-type: none"> <li>▪ Maintaining strategic partnerships and relationships within the organisation, and externally, to collaboratively achieve business objectives and deliver outstanding support services.</li> <li>▪ Lead and advise on best practice in policy development.</li> <li>▪ Working to ensure a cohesive and collaborative Aboriginal sector, building up strong evidence bases to inform future thinking and striving to achieve plans through structured processes</li> <li>▪ Developing and articulating informed positions around ensuring better outcomes for Aboriginal children, young people, families, people with disability and communities through early intervention, prevention and crisis supports through a holistic model</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Lead the delivery of sector-wide policies on key issues impacting the sector.</li> <li>▪ Develop and deliver policy, advocacy, campaign, research and proposal initiatives in accordance with the strategic directions of AbSec in consultation with the CEO and relevant stakeholders.</li> <li>▪ Direct and administer the delivery of public reporting initiatives with Aboriginal children, young people, families, carers and communities, and Aboriginal community-controlled agencies, ensuring input and contribution into public positioning and influencing broader change.</li> <li>▪ Manage the involvement in public submissions, research and campaigns to ensure the expectations and rights of Aboriginal children, young people, families and communities are heard.</li> <li>▪ Manage and guide the development of early intervention, prevention and tertiary strategies and policy responses as it relates to out of home care, child protection and related human services.</li> <li>▪ Lead, direct and manage teams charged with the delivery of core priorities in a performance driven environment, including contribution to annual business plans and reporting on progress.</li> <li>▪ Prepare project documentation, including discussion or professional presentation papers (i.e. Committees or Board) to facilitate communications.</li> <li>▪ Undertake research and analysis, to support informed and effective decision-making.</li> <li>▪ Inform strategic communication plans that advance AbSec's policy and advocacy agenda.</li> <li>▪ Represent AbSec in advocacy activities, in conjunction and consultation with the CEO and key stakeholders.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with members of the Leadership Team to achieve AbSec's strategic goals.</li> <li>▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures, including WHS, Governance and Delegations, and the AbSec Learning and Development Centre Quality Manual.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Participate in organisational and professional development activities as directed.</li> <li>▪ Recruit, train and manage Policy staff in accordance with AbSec's policies and procedures.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer and Directors.</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Government representatives to inform about AbSec's agenda.</li> <li>▪ Non-government agencies to leverage support and negotiate opportunities or differences.</li> <li>▪ Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.</li> </ul>

### Selection Criteria

**The occupant of this position will be able to demonstrate the following criteria:**

- Experience with policy development, including articulation of key issues to a range of stakeholders.
- Experience in managing projects, including preparing project documentation, building relationships, and understanding government processes.
- Understanding of NSW legislative and political mechanisms and processes within government; experience in lobbying government to cultivate reforms and change.
- Excellent advocacy, consensus building; demonstrated ability to work collaboratively with a range of stakeholders and across the political spectrum.
- Knowledge and understanding of effective policy development approaches, with demonstrated experience forging policy and evaluating performance frameworks that are outcomes based.
- Thorough knowledge of AbSec's target groups and the impacts of government reform agendas in human services, including but not limited to, child protection and out of home care.
- Highly competent in preparing and presenting papers at Board and committee levels, with the capacity to respond to multiple stakeholder requirements while maintaining confidentiality and due process.
- Demonstrated ability to lead a team of professionals in undertaking effective research, developing proposals and driving strategic papers and priorities.
- Excellent administration, organisation, and time management skills, with a demonstrated ability to plan and manage work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
- Demonstrated understanding of systemic challenges impacting Aboriginal children, young people, families, and communities.

### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A "C-class" driver's licence is essential.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

**To obtain a position description please visit our website:** <https://www.absec.org.au/careers.html>

**For Further information:** please contact Jennifer Wallace [jennifer.wallace@absec.org.au](mailto:jennifer.wallace@absec.org.au) or 0295595299

**To apply:** Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

**Note:** if applicants do not address the selection criteria the application will not be considered.

**Email applications to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications Close: COB Monday 1 August 2022**