



21 Carrington Road Marrickville NSW 2204

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Web: [www.absec.org.au](http://www.absec.org.au)

## Policy Officer

Key Position Information	
Job Title:	<b>Policy Officer</b>
Business Unit:	<b>Governance</b>
Location:	<b>Marrickville, NSW</b>
Reports To:	<b>Director, Governance</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 4, Pay point 1</b> <b>\$90-95K commensurate with experience, not-for-profit salary packaging available, plus superannuation</b>
Financial Delegation	<b>TBC</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), is 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 Policy Officer is responsible for supporting the Governance Team on a range of policy projects while representing the views of AbSec's members and the sector to contribute towards better outcomes for Aboriginal children, young people, families and communities. The role will provide policy advice and support research and strategies in consultation with stakeholders to develop policy and drive reform to support the achievement of AbSec's organisational outcomes.

### Position Requirements

- Tertiary qualifications and/or equivalent in the areas of social and or public policy is desirable.
- Minimum of 1 years' working experience and knowledge within policy reform and/or organisational governance.

Function	Accountabilities
<b>Operational</b>	<ul style="list-style-type: none"><li>▪ Develop and deliver policies that respond to legislative amendments affecting Aboriginal children, families, communities and agencies.</li><li>▪ Develop and maintain appropriate planning strategies for the effective oversight of policy development and review processes.</li><li>▪ Develop and maintain timely advice, detailed briefings, resource materials, reports, correspondence and submissions on a range of complex policy issues to inform AbSec's policy and advocacy objectives.</li><li>▪ Undertake research to design and manage projects to influence AbSec's policy agenda.</li><li>▪ Participate and lead in working groups, committees, community consultations, and other associated forums to support AbSec's objectives.</li><li>▪ Work closely and maintain strong connections with Aboriginal agencies, communities, families, children and young people and government agencies to ensure confidence in AbSec's work.</li><li>▪ Coordinate with other AbSec Policy Officers to ensure consistency in approaches to policy advice.</li><li>▪ Maintain a comprehensive understanding of issues affecting Aboriginal peoples in NSW.</li><li>▪ Undertake other duties within the scope of this role, as directed.</li></ul>
<b>Organisation Contribution</b>	<ul style="list-style-type: none"><li>▪ Work collaboratively with members of the Leadership Team and other team members to achieve strategic goals.</li><li>▪ Consistently act in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis to manage relationships and decision-making.</li><li>▪ Comply with AbSec Policies and Procedures.</li><li>▪ Participate in organisational and professional development activities, as directed.</li></ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>▪ All staff to ensure robust input into activities.</li><li>▪ Aboriginal community-controlled agencies, including member agencies.</li><li>▪ Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.</li><li>▪ Any community and government stakeholders relevant to the work of the team.</li></ul>

### Selection Criteria

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

- Knowledge and understanding of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Demonstrated experience in policy research, analysis, policy development and project management.
- Strong interpersonal, networking and negotiation skills.
- Demonstrated political awareness and astuteness.
- Proven ability to research, analyse, interpret data and information, and evaluate to meet project initiatives and outcomes.
- Effective verbal and written communication skills with attention to detail, and the ability to communicate with a diverse audience.
- Sound computer skills in Microsoft Office products.

**The following are desirable:**

- Aboriginality is strongly preferred.
- Experience working in the community sector.

**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 throughout NSW may be required.
- 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.
- Holder of current NSW drivers licence is preferred.
- 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 Tuesday 6 September 2022**