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Policy Officer

Key Position Information	
Job Title:	Policy Officer – Closing the Gap
Business Unit:	Policy and Advocacy
Location:	Marrickville, NSW
Level	Level 4
Reports To:	Director, Policy and Advocacy
Status:	Six-month maternity leave contract - Full Time - 35 hours / week
Financial Delegation	Nil

About AbSec

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation – is the peak organisation for Aboriginal children and families in NSW. We work to empower Aboriginal children, young people, families, and communities impacted by the child protection system, and support a quality Aboriginal community-controlled child and family sector to deliver needed supports in Aboriginal communities across the state. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec provides child protection and out-of-home care policy, research and advocacy advice on issues affecting Aboriginal children, young people, families and carers, and we are informed by our membership base and community to ensure that Aboriginal perspectives are included in government policy and reform directions.

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 Closing the Gap Policy Officer provides advice and support to AbSec relating to Closing the Gap (CtG) policy, research and advocacy matters. The primary responsibilities of this position are to provide detailed and informed policy advice to the CEO and Executives on a range of complex policy issues including policy analysis, researching the synergies between Closing the Gap and Family is Culture reforms, advice in the development of the NSW CtG Implementation Plan, developing AbSec CtG policy positions, promoting AbSec CtG policy positions to key stakeholders, and preparing quality reports, submissions, briefing papers and correspondence. The role works closely with governance structures of the NSW Council of Peak Aboriginal Organisations (NSW CAPO) and Safe and Supported, and the Ministerial Aboriginal Partnership Group (MAP Group).

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
Operational	<ul style="list-style-type: none"> ▪ Develop and deliver policies that respond to legislative amendments affecting Aboriginal children, families, communities and agencies. ▪ Develop and maintain appropriate planning strategies for the effective oversight of policy development and review processes. ▪ 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. ▪ Undertake research to design and manage projects to influence AbSec's policy agenda. ▪ Participate and lead in working groups, committees, community consultations, and other associated forums to inform AbSec's policy priorities. ▪ 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. ▪ Coordinate with other AbSec Policy and Advocacy staff to ensure consistency in approaches to policy development and advice. ▪ Maintain a comprehensive understanding of issues affecting Aboriginal peoples in NSW. ▪ Undertake other duties within the scope of this role, as directed.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with members of the Leadership Team and other team members to achieve strategic goals. ▪ Represent AbSec as an appointment or delegate to governance structures relevant to Closing the Gap. ▪ 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. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Executive team. ▪ AbSec Policy and Advocacy team to ensure cohesion and coordination of work. ▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies and peak bodies, including AbSec members. ▪ Aboriginal community members to engage and work together on shared projects and outcomes. ▪ Government, non-government and other community stakeholders regarding Closing the Gap matters.

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 six-month full time 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.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

How to Apply

- Application closes: Monday, 22 April 2024
- Submit a cover letter (maximum 2 pages) and a current resume (not more than 5 pages) by email to: pc@absec.org.au.
- Address all selection criteria outlined in the position description, demonstrating your skills and experience to secure an interview.
- Applicants that do not address the selection criteria will not be considered for an interview.
- Applications for this role will be assessed as they are received due to the need for an immediate start.