



21 Carrington Road Marrickville NSW 2204

PO Box 604 Marrickville NSW 1475

Tel: (02) 9559 5299

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

## Policy Officer

Key Position Information	
Job Title:	<b>Policy Officer</b>
Business Unit:	<b>Policy and Advocacy</b>
Location:	<b>Marrickville, NSW</b>
Level	<b>Level 4</b>
Reports To:	<b>Director, Policy and Advocacy</b>
Status:	<b>Permanent, Full Time (35 hours / week) subject to ongoing funding</b>
Financial Delegation	<b>TBC</b>

### 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

<b>Role Purpose</b>
The Policy Officer provides policy advice, research and analysis, and systemic advocacy to transform the way child protection and family support systems in NSW work with Aboriginal families and communities. In all work, the role will represent the views of AbSec members and the Aboriginal Community-Controlled sector to improve outcomes for Aboriginal children, young people, families, and communities. The role will have a focus on contributing to designing new approaches to policy, practice and assessment for Aboriginal families in partnership with the Aboriginal Legal Service (ALS) and the Department of Communities and Justice (DCJ). The role will also contribute to the work of the Policy and Advocacy team on advancing Closing the Gap and Family Is Culture reforms, and preparing quality reports, submissions, briefing papers, evaluations, and communications.

<b>Position Requirements</b>
<ul style="list-style-type: none"> <li>▪ Tertiary qualifications and/or equivalent in the areas of social and or public policy is desirable.</li> <li>▪ Minimum of 1 years' working experience and knowledge within policy and/or practice reform and/or systemic advocacy.</li> </ul>

<b>Function</b>	<b>Accountabilities</b>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Be a high-level contributor to the design of new policy settings and new approaches to practice and assessment in child protection for Aboriginal families under a Partnership Agreement being negotiated between AbSec, ALS and DCJ.</li> <li>▪ Develop and deliver policies that respond to legislative amendments affecting Aboriginal children, families, communities, and Aboriginal Community-Controlled Organisations (ACCOs).</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, submissions, and communications on a range of complex policy issues to inform AbSec's policy and advocacy objectives and organisation 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 ACCOs, communities, families, children and young people and government agencies to ensure confidence in AbSec's work.</li> <li>▪ Coordinate with staff in the AbSec Policy and Advocacy and Operations teams 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 AbSec Executive and staff in the Policy and Advocacy, Operations and Communications teams.</li> <li>▪ Consistently act in accordance with AbSec's values, challenge practices inconsistent with these values, and use values as a basis to manage relationships and inform 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>▪ Position reports to Director, Policy and Advocacy and works closely with other Policy Officers and Operations and Practice specialists.</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Aboriginal community-controlled organisations including member ACCOs</li> <li>▪ Aboriginal children, young people, families and communities to source advice, develop projects and create awareness of policy, research and advocacy work.</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:**

- Knowledge and understanding of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Demonstrated experience in research and analysis of policy and practice settings, policy development, systemic advocacy, and project management.
- Strong interpersonal, networking and negotiation skills.
- Demonstrated political awareness and astuteness.
- Proven ability to conduct research, analysis, interpret data and information, and evaluations 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.