



NSW Child, Family & Community
Peak Aboriginal Corporation

AbSec is the peak organisation advocating for the rights, safety, and wellbeing of Aboriginal and Torres Strait Islander children, young people, families, and communities in New South Wales.

As an Aboriginal-led organisation, we champion self-determination and work towards a child and family system that is culturally safe, community-driven, and responsive to the needs of Aboriginal and Torres Strait Islander peoples.

Director, Policy & Advocacy

Key position information	
Job title:	Director, Policy & Advocacy
Business unit:	Policy & Advocacy
Location:	Sydney, NSW
Reports to:	Chief Executive Officer
Status:	FTE 1.0 Permanent Full time (35 hours week) Ongoing
Level:	SCHADS Level 7, plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Delegation	\$15,000
Direct reports:	Policy Officers and Communications and Memberships team
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. • Demonstrated experience overseeing financial management of projects with multiple funding outputs. • Knowledge of the impacts of related government reform agendas within the growing Aboriginal sector.

About AbSec

Our vision is that all Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities, raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture, and surrounded by

holistic supports. In working towards this vision, we are guided by these principles:

- Acknowledging and respecting the diversity and knowledge of Aboriginal and Torres Strait Islander communities.
- Acting with professionalism and integrity in striving for quality, culturally responsive services and supports for Aboriginal and Torres Strait Islander families and communities.
- Underpinning the rights of Aboriginal and Torres Strait Islander people to develop our own processes and systems for our communities, particularly in meeting the needs of our children, young people, families and carers.
- Being holistic, integrated and solutions-focused through Aboriginal and Torres Strait Islander control in delivering outcomes for Aboriginal and Torres Strait Islander children, young people, families and communities.
- Committing to a future that empowers Aboriginal and Torres Strait Islander families and communities, representing our communities, and the agencies there to serve them, with transparency and drive.

Position purpose

The Director, Policy and Advocacy is 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 for the sector. This includes management of the Communications and Memberships function to strategically amplify and support AbSec's advocacy agenda. This includes ensuring culturally appropriate, high-quality communications and campaigns that build community engagement, strengthen stakeholder relationships, and promote AbSec's policy priorities. The Director, Policy and Advocacy will represent AbSec in key stakeholder discussions and community forums, partnering with the Chief Operating Officer and the executive team to deliver AbSec's projects and advance its strategic priorities. The role will actively support cross-functional collaboration and shared leadership, fostering a cohesive, organisation-wide approach that drives meaningful outcomes for Aboriginal children, families, and communities.

Function	Accountabilities
Strategic	▪ Maintain strategic partnerships and relationships within the organisation, and externally, to collaboratively achieve business objectives and deliver outstanding support services. ▪ Lead and advise on best practice in policy development. ▪ 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. ▪ Oversee the development and implementation of communications and marketing, membership and events strategies and campaigns to advance AbSec's policy and agenda. ▪ Ensure all communications and campaigns reflect cultural appropriateness, uphold AbSec's values, and strengthen its position as the voice of Aboriginal children, young people, families, and communities. ▪ Provide strategic leadership to build and grow AbSec's membership base, ensuring member engagement supports collective advocacy and sector cohesion. ▪ Develop and articulate informed positions to ensure better outcomes for Aboriginal

	children, young people, families and communities through early intervention, prevention and crisis supports through a holistic model. ▪ Represent AbSec in key forums and advocacy opportunities to influence policy, systems, and practices in support of Aboriginal children, young people, families, and communities.
Operational	▪ Lead the delivery of sector-wide policies on key issues impacting the sector. ▪ 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. ▪ 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. ▪ 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. ▪ 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. ▪ Oversee the development of high-quality communications and marketing materials that are consistent with the AbSec brand, culturally appropriate and aligned with values. ▪ Oversee the development, implementation, and review of communications and marketing policies that reflect best practice, cultural appropriateness, and legislative compliance. ▪ Oversee the Communications and Memberships reporting. 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. ▪ Prepare project documentation, including discussion or professional presentation papers (i.e. Committees or Board) to facilitate communications. ▪ Undertake research and analysis, to support informed and effective decision-making. ▪ Inform strategic communication plans that advance AbSec's policy and advocacy agenda. ▪ Undertake other duties within the scope of this role, as directed.
Organisational contribution	▪ Work collaboratively with members of the Leadership Team to achieve AbSec's strategic goals. ▪ Consistently acts in accordance with AbSec's principles, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures, including WHS, Governance and Delegations, and the AbSec Learning and Development Centre Quality Manual. ▪ Participate in organisational and professional development activities as directed. ▪ Train and manage Policy staff in accordance with AbSec's policies and procedures. ▪ Undertake other duties within the scope of this role, as directed.
Key relationships	▪ Chief Executive Officer, Chief Operating Officer and Directors. ▪ Policy Officers and Communications and Membership team members.

	▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Government representatives to inform about AbSec's agenda. ▪ Non-government agencies to leverage support and negotiate opportunities or differences. ▪ Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.
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Selection Criteria

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

- Knowledge and understanding of effective policy development approaches of key issues to a range of stakeholders, including demonstrated experience forging policy and evaluating performance frameworks that are outcomes based.
- 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.
- 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

- Work outside of the normal hours of duty and some business travel 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.
- 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.