(02) 9559 5299 • absec.org.au • Redfern, Sydney NSW

AbSec
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.

Manager, Policy

Key position information	
Job title:	**Manager, Policy**
Business unit:	**Policy and Advocacy**
Location:	**Gadigal Land, NSW**
Reports to:	**Director, Policy and Advocacy**
Status:	**Permanent, Full Time (35 hours / week)**
Award classification:	**SCHADS Level [6], $139,421 plus superannuation, (not-for-profit salary packaging available)**
Delegation:	**Management**
Financial Delegation:	**$1,500**
Direct reports:	**Policy Officers (3)**
Position requirements:	• Relevant tertiary qualifications in public policy, law, social work, or a related discipline. • A minimum of 3 years' experience in policy related roles, ideally with experience managing a policy team.

About AbSec

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

Our Vision

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

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal and Torres Strait Islander 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 and Torres Strait Islander peoples to make decisions that impact their lives, recognising the interests of Aboriginal and Torres Strait Islander children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal and Torres Strait Islander 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 Manager leads a team of policy officers and is responsible for driving the development and delivery of high-quality policy analysis, advocacy, research and reform initiatives aligned with the strategic priorities of AbSec. The role plays a critical leadership function in shaping systems, services, and policy environments to improve outcomes for Aboriginal and Torres Strait Islander children, young people and families impacted by the child and family services system in New South Wales. This includes providing day-to-day leadership around CTG related initiatives and the implementation of the Family is Culture Report recommendations as part of the Partnership Agreement with DCJ and the Aboriginal Legal Service (NSW ACT).

Function	Accountabilities
Strategic	• Lead and oversee research initiatives, including developing research, and ensuring high-quality outputs, while building and maintaining strategic research partnerships with universities and academic institutions to support collaborative, impactful research aligned with organisational priorities. • Contribute to the strategic direction of AbSec's policy and advocacy work. • Identify emerging issues and opportunities to influence systemic reform, with a particular role in driving implementation of the Family is Culture review recommendations across government systems. • Support the design and implementation of advocacy campaigns and communications in alignment with organisational goals. • Represent AbSec in key policy and advocacy forums, working groups, and consultations with government and sector partners. • Build and maintain strong relationships with member organisations, ACCOs, and government stakeholders. • Ensure member voices are central to all policy and advocacy activities.
Operational	• Lead, mentor, and manage a team of policy officers to ensure high performance, collaboration, and a strong commitment to Aboriginal self-determination. • Oversee work planning, capacity building, and professional development of the policy team. • Foster a culturally safe, inclusive, and accountable team environment. • Lead the development of evidence-based policy positions, submissions, discussion papers, and briefings on child protection and related issues. • Monitor legislative, regulatory, and policy developments relevant to Aboriginal children and families, and assess their implications. • Engage with and develop research and data to support strong, community-informed policy recommendations. • Undertake other duties within the scope of this role, as directed.

Organisational Contribution	▪ Work collaboratively with the Executive team, Board, managers and all staff to achieve AbSec's project objectives. ▪ 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. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	▪ Chief Executive Officer, Directors and other managers. ▪ All staff to ensure robust input into activities. Stakeholders, including members, government agencies and media. ▪ All staff to ensure robust input into activities. ▪ All AbSec departments to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies, as required.

Selection Criteria

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

- Demonstrated experience leading policy development and advocacy, ideally in areas related to child protection, Aboriginal affairs, family services, or social justice.
- Proven ability to manage and develop high-performing teams in a policy or advocacy setting.
- Deep understanding of the systemic issues facing Aboriginal and Torres Strait Islander children and families in the child protection system in New South Wales, and commitment to advancing self-determination.
- Strong skills in policy analysis, research translation, and the preparation of high-quality written materials (briefings, submissions, reports).
- Excellent stakeholder engagement and relationship management skills, particularly with Aboriginal communities and ACCOs.
- Demonstrated ability to influence government and policy processes at various levels.
- High-level interpersonal, communication, and negotiation skills.
- 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.
- Proficiency in Microsoft Office, Teams, SharePoint and other office productivity tools, with aptitude to learn new software and systems.
- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.

The following are desirable:

- Understanding of the importance of cultural connections for 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 - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.