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AbSec Closing the Gap Policy Officer

OVERVIEW

Role:	POLICY OFFICER – Closing the Gap
Reports to:	Group Manager
Direct reports:	Nil
Hours:	35 hrs per week
Award:	\$95,059 per annum plus superannuation, (not-for-profit salary packaging available)
Financial delegation:	nil

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), 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

PURPOSE OF THE POSITION

Closing the Gap Policy Officer provides advice and support to AbSec relating to Closing the Gap policy and research matters. The primary responsibilities of this position is to provide detailed and informed policy advice to the CEO and Executive on a range of complex policy issues including policy analysis, researching the synergies between Closing the Gap and Family in Culture reforms, advice in the development of the NSW Jurisdictional Plan, developing AbSec Closing the Gap policy positions, promoting AbSec Closing the Gap policy positions to key stakeholders, preparing quality reports, submissions, briefing papers and correspondence.

KEY ACCOUNTABILITIES

Key Outcomes / Accountabilities for the Policy Officer are summarised as follows:

- Developing timely advice, detailed briefings, resource materials, reports, correspondence and submissions on a range of complex policy issues.
- Undertaking research and policy development processes to influence AbSec policy agenda.
- Communicating with other AbSec member organisations regarding key Closing the Gap policy issues.
- Coordinating with other AbSec Policy Officers to ensure consistency in approaches to policy advice.
- Developing and maintaining appropriate planning strategies for the effective oversight of policy development and review processes.
- Representing the AbSec Closing the Gap Secretariat in meetings with a range of internal and external stakeholders.
- Maintaining a comprehensive understanding of issues affecting Aboriginal peoples in NSW.

KEY CHALLENGES

Major challenges currently faced by the position holder include, but are not limited to:

- Working in a complex policy environment.
- Managing a diverse range of tasks at any given time and responding to emerging policy issues.
- Providing timely and effective responses to government reform initiatives despite having limited access to information from within government circles.
- Maintaining effective dialogue to ensure that AbSec CEO and Executive are fully aware of emerging Closing the Gap policy issues affecting Aboriginal peoples in NSW.

KEY RELATIONSHIPS FOR SUCCESS

Internal Contacts:

- Chief Executive Officer, Executive Leader
- All staff to ensure robust input into activities
- AbSec policy team to ensure cohesion in focus and achievement of organisational objectives

External Contacts:

- Establish and maintain constructive relationships with representatives of government and non-government organisations to consult, support, exchange information and Influence regarding closing the gap matters
- Aboriginal community members to engage and support to understand needs and work together to deliver on outcomes.

SELECTION CRITERIA

Essential Criteria:

Essential:

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Knowledge and understanding of the Aboriginal community-controlled sector
- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
- Demonstrated experience in policy analysis, policy development and project management.
- Demonstrated interpersonal and negotiation skills.
- Demonstrated political awareness and astuteness.
- Demonstrated research, analytical and information management skills including the ability to use these to formulate, interpret, analyse, implement and evaluate policy and program initiatives.
- Well developed oral and written communication skills including a demonstrated ability to communicate effectively.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.

Desirable Criteria:

- Tertiary qualifications and/or knowledge in the areas of social and or public policy.

NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be subject to Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be engaged under a fixed-term contract and subject to a probationary period.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the *Anti-Discrimination Act 1977* (NSW) and documentation may be required to demonstrate.
- 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.

To apply, interested applicants are required to address the selection criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

For Further Information Contact: Tracey Keevers-Keller tkk@absec.org.au

Applications can be emailed to: recruitment@absec.org.au or posted to PO Box 604 Marrickville NSW 1475.

Applications Close: Monday 7th June 2021

