



## Position Description

<b>Position title:</b>	Principal Policy Adviser
<b>Location:</b>	Paddington, Brisbane
<b>Employment status:</b>	Permanent full-time or near full-time position
<b>Date of approval:</b>	23 February 2018

### Organisational context/ environment

PeakCare Queensland Incorporated (PeakCare) is a Queensland child protection peak body. In serving as an independent and impartial voice able to represent and promote matters of interest to the non-government sector, PeakCare operates as a not-for-profit organisation with a membership base comprising of non-government organisations involved in providing child protection, out-of-home care, family support and related services. A network of supporters made up of individuals and other entities also subscribe to PeakCare.

Whilst primarily funded by successive Queensland governments that have recognised the value of having an independent peak body with whom to negotiate and liaise, PeakCare is also financially assisted in meeting our objectives through membership fees and fees for a range of activities provided by the organisation.

In keeping with our Constitution, the strategic directions and governance of our organisation is guided and monitored by a Board comprising of elected representatives from non-government organisations.

#### **Our vision:**

Safe and well children – safe and well families

#### **Our purpose:**

To be a respected voice that leads, influences and informs systems, policies, programs and practices that advance the safety and well-being of children, young people and their families

#### **Our beliefs and values:**

- Leadership, integrity and courage
- Respect and inclusiveness
- Independence, interdependence and impartiality
- Reconciliation that honours First Peoples of the Land and their rights to self-determination

## **Our strategic intent 2018-22**

### **Knowledge leadership**

To nurture and grow knowledge about the needs of Queensland children and young people, their families and communities and the evidence-base for service responses that best meet their needs

### **Thought leadership**

To conduct exemplary policy analysis to deepen our sphere of influence and shape informed leadership and dialogue about family support and child protection within communities and across government and non-government sectors at local, state and national levels

### **Advocacy**

To be a strong independent voice informed by research, evaluation and evidence to influence and achieve better outcomes for children, young people, families and communities

### **Value**

To listen and create value for members to meet their expectations and provide a sound return on their investment in supporting the organisation's pursuit of our vision

### **Organisational capability**

To build internal capability and continually improve the quality of our services

For more information about the range of work undertaken by PeakCare, please visit our website at [www.peakcare.org.au](http://www.peakcare.org.au).

## **Position specification**

### **Purpose of position**

- To research, monitor and maintain comprehensive knowledge of legislative, policy, program and practice trends and issues concerning the child protection and family support sectors and intersections with related service systems such as youth justice, domestic and family violence, early childhood education and care, education, health and housing
- To exercise a leadership role on behalf of PeakCare in analysing and providing authoritative specialist advice on child protection and related legislation and policy to inform submissions and the ongoing education and engagement of, and liaison and negotiation with, government and non-government agencies in identifying and responding to emerging trends and issues
- To contribute, as a member of PeakCare's senior management team, to the organisation's operational planning, review and evaluation of policy positions that conform with PeakCare's strategic intent

## **Outcomes sought from position**

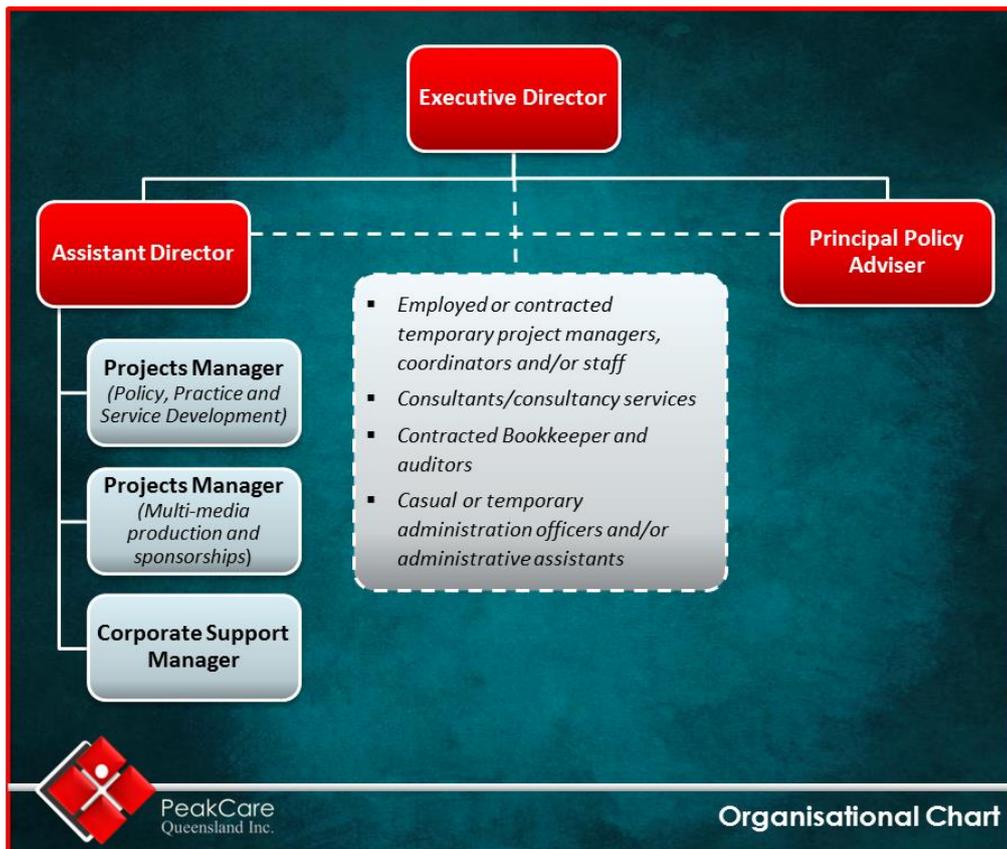
- The acquisition and maintenance of comprehensive, up-to date and in-depth knowledge concerning contemporary child protection and related legislation, policy, program and practice trends and issues that can be referred to and used to inform the formulation of submissions and PeakCare's liaison with government and non-government agencies and other interest groups
- A well-maintained capacity held by PeakCare to provide authoritative and accurate policy analysis and advice about matters of relevance to the organisation's strategic intent
- Effective engagement of, and recognition by, member agencies, government and non-government service partners, interest groups and other stakeholders of PeakCare's child protection policy, practice and program development expertise and credibility

## **Minimum qualifications and experience**

- Possession of a degree from a recognised tertiary Institution in the social sciences or a related discipline. Post graduate experience would be viewed favourably
- Previous appointments, service and/ or study combined with high-level experience, expertise and competence relevant to the duties of the position
- Applicants are advised that PeakCare may require background checks (such as a national criminal history check) to be undertaken
- A current 'C' Class Drivers' licence is required

## **Accountability**

- The Principal Policy Adviser reports and is accountable to the Executive Director, PeakCare
- As depicted in the following organisational chart, the Principal Policy Adviser is a member of the organisation's senior management team along with the Executive Director and Assistant Director
- Periodically, PeakCare may employ, second or contract temporary full- or part-time project managers, coordinators and/or staff members, consultants or consultancy services, a bookkeeper and auditors and / or casual or temporary full- or part-time administration officers or administrative assistants.
- In respect of each of the above, reporting arrangements to a member of the organisation's management team may vary in accordance with terms of the employment agreement or contract



## Terms of employment

This is a permanent position to be held on a near full or full time basis. Where the position requires additional hours to be worked, time in lieu provisions apply.

An initial probationary period of three months will apply during which the Principal Policy Adviser will be required to successfully complete a performance appraisal. All PeakCare positions are subject to the availability of government funding.

## Salary

A salary level will be established that is commensurate with the successful applicant's experience and qualifications and informed by an independent valuation of the position. It is noted that PeakCare employees are able to access salary packaging options. It is also noted that PeakCare makes an employer superannuation contribution in accordance with the Superannuation Guarantee plus an additional 1% which may be periodically reviewed and made subject to availability of funds.

## Key responsibilities

- To research and maintain specialist and technical knowledge of current legislation, policy, practice and program trends and issues relevant to the planning, delivery and improvement of child protection and family support services within Queensland
- To provide authoritative specialist analysis and advice, both verbally and in written form, concerning current or emerging policy, program and/ or practice trends and issues, particularly at the intersection with other service systems
- To initiate, research, lead and manage policy analysis and development activities that may be undertaken or commissioned by PeakCare either operating alone or in partnership with other peak bodies, government and/ or non-government agencies, that:
  - address current or emerging policy, practice and/or service development trends or issues
  - are innovative, novel and/ or of a critical nature, and
  - identify the key result areas being sought from each activity and their relevance to the organisation's strategic intent
- To exercise managerial control in planning, coordinating, regularly reviewing and, where applicable, evaluating and reporting on the organisation's policy analysis and development activities (both internal and external) including the:
  - development of appropriate methodology
  - use of critical analysis and professional problem-solving
  - application of proven policy analysis and development techniques, and
  - incorporation of strategies for the engagement and involvement of PeakCare members, supporters and other relevant interest groups and stakeholders, where appropriate, in the analysis and formulation of complex and significant policy positions
- To prepare budgets relevant to policy research, analysis and development activities, where required, for approval by the Executive Director
- To research and prepare written information for publication including briefing papers, fact sheets, discussion papers, submissions, reports and articles, as required by the Executive Director
- To represent the organisation and promote PeakCare's policy positions and strategic objectives:
  - in relevant regional, state and national forums
  - with individuals, groups and organisations in the government, non-government and private sectors, and
  - in the public arena

- To coordinate and/or supervise, when required, designated activities by other staff members, contractors and/or consultants who may be periodically engaged in performing roles and tasks associated with policy research, analysis and development being managed by the Principal Policy Adviser
- To research, prepare and provide authoritative specialist advice of a complex and significant nature about child protection and related policies, practice and service delivery issues to other PeakCare staff members and/or member agencies and supporters, as required
- To contribute to the strategic and operational planning and performance of the organisation as a member of the organisation's senior management team
- To perform other duties associated with the administration and delivery of the organisation's services, as directed by the Executive Director

## Selection criteria

1. Demonstrated specialist and high-level technical knowledge of legislation, policies, programs, practices, trends and issues relevant to child protection, family support and related services and an understanding of the implications of these matters for service delivery and system improvements within and across the government and non-government sectors within Queensland
2. Proven specialist and high-level proficiency in researching, analysing and developing policy that is of a complex and significant nature
3. Demonstrated high-level writing skills including an ability to:
  - produce well-structured submissions, discussion papers and other documents that clearly analyse, explain and communicate matters of a complex and significant nature
  - tailor the use of language, formatting and writing styles to appropriately 'match' the purposes of various types of written reports to the needs of their intended recipients, and
  - accurately and clearly formulate and document reports (such as briefing papers) at short notice and to tight deadlines, when required
4. Demonstrated high-level interpersonal and verbal communication skills including an ability to discuss, collaborate, consult and negotiate with:
  - personnel at all levels within the organisation, other peak bodies and other non-government and government organisations
  - elected government officials and their staff
  - representatives of other interest groups, and
  - children, young people and members of their families who may have or have had involvement with various aspects of the child protection system, if appropriate

5. Demonstrated high-level proficiency in independently:
- managing projects of a complex and significant nature within budgetary constraints
  - providing authoritative specialist advice within a designated field of expertise, and
  - exercising judgement and delegated authority in negotiating and making decisions on behalf of an organisation

## Application details

Applicants must address the selection criteria.

Written applications must be no longer than five (5) pages and be submitted with a current resume and business and after hours phone numbers for two (2) professional referees

### Closing date:

Close of business Friday 24 August 2018

### Further information:

Enquiries about submitting an application may be directed to Ms Lesley Leece, Assistant Director, PeakCare ( Ph: (07) 3368 1050; Email: [lleece@peakcare.org.au](mailto:lleece@peakcare.org.au))

### Applications are to be submitted in writing or emailed to:

Mr Lindsay Wegener  
Executive Director  
PeakCare Queensland Inc  
PO Box 159  
PADDINGTON QLD 4064  
[lwegener@peakcare.org.au](mailto:lwegener@peakcare.org.au)