



Position Description and Selection Criteria

Position: Policy Support Officer

Hours: Part-time position (0.6FTE - 22.8 hours p/week), with the option to negotiate flexible arrangements

Salary: The position is classified under the SCHADS award as level 4, pay-point 1, with access to annual increments.

ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement, and the full-time wage is currently \$75,068 (\$45,042 pro-rata) plus 10% superannuation.

Term: Ongoing

Organisational Context

The ACT Council of Social Service (ACTCOSS) advocates for social justice in the ACT and represents not-for-profit community organisations. ACTCOSS works to ensure that government policy improves the lives of people facing disadvantage and develops a well-resourced, cohesive and sustainable community sector. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

Benefits of the Position

This position is ideal for someone with a passion for advocacy and looking to gain experience in policy analysis that will improve the lives of people living on low-incomes or experiencing disadvantage.

This position will support the work of the policy team in line with the ACTCOSS Strategic Plan. The position gives the successful candidate a broad and engaging workload, with an opportunity to work in a small but dedicated staff team of 15 people working in policy, communications, sector development and administration. ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.

Role

The Policy Support Officer position involves a variety of duties associated with supporting research, policy analysis and development, advocacy and stakeholder engagement.

The role requires strong research and communication skills. It involves supporting the Policy Team to develop policy advice on diverse topics by sourcing, synthesising and analysing relevant literature and other materials.

The Policy Support Officer will contribute to reports, submissions, briefs, letters and other publications. The role may also contribute to the production of ACTCOSS strategic documents, funding reports, grant applications and newsletter/media releases and articles.

The role involves building and sustaining relationships with ACTCOSS members, key partners and other stakeholders and assisting with and attending meetings and committees.

This role will report to the Head of Policy as part of the Policy Team. The Policy Team works cooperatively with other staff across ACTCOSS and is accountable to the **Deputy CEO**.

The key performance indicators, priorities and time allocation for the various aspects of the role will be determined in cooperation with the Head of Policy.

Duties and Responsibilities

The Policy Support Officer will:

Work as a part of the Policy Team to contribute to:

- The development and delivery of priorities for policy positions
- ACTCOSS advocacy strategy and content
- Development of media content
- Member and stakeholder engagement
- Government relations
- Cross-team Collaboration
- Policy event content and support.

Complete other specific tasks:

- Maintain familiarity with and contribute to analysis of government policies on how they will impact on people living with disadvantage and the community sector services who support them
- Assist with policy analysis and background research to support development of advocacy positions
- Support the drafting of advocacy material including submissions, letters, briefs, and publications
- Contribute to consultative and information sharing meetings, working groups, forums, and networks
- Engage with ACTCOSS members and other stakeholders
- Contribute to organisational development and improvement through collective planning and review processes
- Contribute to ACTCOSS's reporting requirements as required
- Contribute to the work plan of the Policy Team
- Work with COSS colleagues on shared priorities
- Other duties as requested by the Head of Policy.

As ACTCOSS priorities and projects change over time, this position also gives the successful candidate the opportunity to change their allocated areas of work and develop new directions for the work of ACTCOSS.

Selection Criteria

Applicants must respond to all essential criteria set out in this section. If you have additional skills or qualifications listed as "highly regarded", please respond to these as well.

This role would suit someone who is confident with sourcing, synthesising and analysing data, literature and other relevant material on diverse social and economic topics. The successful candidate will also need to be comfortable assisting with developing policy advice and advocacy material on topics on which they do not have previous experience. Strong verbal communication, written communication and research skills are essential for this role.

Essential

The successful applicant will be able to demonstrate:

- Demonstrated excellence in written and verbal communication
- Strong skills in policy analysis, research and the development of advocacy messages
- Knowledge of policy issues and debates in one or more of the following: climate and energy, justice, education, child protection, gender and sexuality, affordable housing, homelessness, families, young people, health & mental health or disability
- Ability to quickly develop knowledge and provide policy advice on topics on which you do not have significant experience

- Capacity to consult and engage with others in the team, members and other stakeholders, including people experiencing disadvantage, community sector workers and government officials
- Awareness of the contemporary social policy environment, community sector and the role of peak bodies
- Capacity to work autonomously, to prioritise work activities and complete projects as directed
- Capacity to work within a diverse team environment
- Ability to contribute to organisation improvement activities

Highly regarded

- Qualification or work toward a qualification in a discipline relevant to social policy, organisational development or advocacy, such as: social science, law, economics, political science, management, education, or communications
- Experience in a membership-based organisation
- Commitment to principles of social justice and an awareness and understanding of Equal Employment Opportunity and Occupational Health and Safety Principles
- Strong relationships with Aboriginal and/or Torres Strait islander communities

ACTCOSS is an equal opportunity employer, and we welcome applications from people with diverse backgrounds and life experiences.