



Job and Person Specification

Position:	Policy Officer
Award:	NATSIHWA Enterprise Bargaining Award
Level:	(pro-rata \$110,004)
Appointment:	Contract to June 2018, extension subject to funding
Position Hours:	30.4 hrs per week (4xdays) permanent part-time
Updated:	6/6/2017

Job specification

Position summary

The Policy Officer coordinates and undertakes policy development, providing analysis/review and advice, to support Organisational and/or Government policy initiatives and commitments.

Broadly, the position:

- undertakes research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and to inform decision making;
- provides a range of project management and support services, including preparation of discussion papers, briefs, submissions, progress and annual reports;
- contributes to the development and delivery of policy initiatives whilst preparing and reviewing policy advice to ensure alignment with NATSIHWA's policy and strategic directions and priorities;
- undertakes communication with key stakeholders and coordinates working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation;
- collates information for reporting, monitoring and evaluation purposes to contribute to the achievement of policy outcomes Aboriginal and Torres Strait Islander Health Workers and Health Practitioners on a national basis.

The position will work closely and in partnership with other national peak bodies, RTO's and relevant external stakeholders to progress NATSIHWA priorities, including to enable, attract and retain growth in a sustainability Aboriginal and Torres Strait Islander Health Workers and Health Practitioners workforce.

Line management

The Policy Officer reports directly to the Chief Executive Officer.

Special conditions

- ⌚ This is a Canberra-based position

Primary responsibilities include;

1. On behalf of the CEO and membership, interpret National Aboriginal and Torres Strait Islander Health Plan and other relevant documents and develop policy responses as required.
2. Identify and pursue opportunities for cooperation and collaboration with relevant stakeholders on initiatives aligned with NATSIHWA priorities.
3. Assist with implementation of advocacy and promotion strategies in line with NATSIHWA priorities.
4. Represent NATSIHWA on external working groups, committees, forums or events as delegated, and report on the outcomes.
5. Support the development and implementation of the NATSIHWA three-year Strategic Plan, Annual Activity Plan, Annual Report and Evaluation Strategies.
6. Support the development and implementation of the NATSIHWA Communication Strategy.
7. Assist in identifying and implementing self-generating funding initiatives to support NATSIHWA's sustainability into the future.

Person specification

- ⌚ Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting cultural values and ways of doing business.
- ⌚ Demonstrated ability to communicate effectively, both verbally and in writing, to a wide range of audiences on a range of sensitive and complex issues, especially with regard to Aboriginal and Torres Strait Islander peoples.
- ⌚ The ability to interpret and identify key information within policy and other relevant publications relevant to the sector and its members.
- ⌚ Demonstrated ability to communicate effectively with various audiences and across a range of approaches.

- ⌚ Demonstrated ability to work as a member of a team, identify performance outcomes, plan activities and set priorities to achieve agreed objectives and meet timelines.
- ⌚ Demonstrated ability to appropriately exercise initiative and judgement, and recognise, mitigate and resolve conflict.
- ⌚ As part of a small, dynamic team have the ability to think independently to influence change for the sector.
- ⌚ Proven ability to work independently under broad direction.

Experience

- ⌚ Experience in working with Aboriginal and Torres Strait Islander peoples, organisations and communities in the health sector.
- ⌚ Experience in the use of information technology, including word processing packages, electronic mail, databases, spread-sheets and PowerPoint presentations.