

INFORMATION PACKAGE

Senior Policy & Research Officer
Part-time (24 hours per week)
Brisbane (location negotiable)
SACS L6 - with pay rates in accordance with the Fair work (Transitional Provisions and Consequential Amendments) Amendment Regulation 2012 (No. 2), circa \$45.77 per hour plus superannuation and attractive salary packaging.

Thank you for expressing an interest in this advertised position.

This information package contains the following:

- This covering letter
- Application Form
- Position Description

The following documents can be found on the ADA Australia website – www.adaaustralia.com.au:

- Organisational Chart
- Strategic Plan
- Annual Reports
- Factsheets and general ADA Australia information

Background

ADA Australia is jointly funded by the Australian and State Governments, providing independent advocacy services to recipients and potential recipients of services under the Commonwealth Aged Care Programs in both residential and community setting services as well as people with a disability across Queensland. ADA Australia also operates a Community Legal Centre (ADA Law) which supports adults with questioned capacity in relation to administration and guardianship matters at QCAT hearings.

ADA Australia is an organisation that offers training, flexibility and support to employees. We see this as a rewarding opportunity for someone with strong interpersonal and communication skills with the ability to provide comprehensive project support.

The Position Description and Application Form are attached. Applicants are asked to submit their resume, completed application form, and a response to the key selection criteria as outlined in the Position Description (maximum of 2 pages).

Please email applications to info@adaaustralia.com.au, or address applications to:

Manager, Corporate Services
ADA Australia
121 Copperfield Street
Geebung Qld 4034

Should you wish to seek further information or clarification about the role, please contact the Chief Executive Officer on **(07) 3637 6000**.

Applications close Wednesday 14th October 2020