

Position Description

Role Title:	Senior Policy & Research Officer
Employment Status:	Part-time
Reports To:	Chief Executive Officer
Location:	Brisbane
Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 6

Purpose of Role

The Senior Policy & Research Officer coordinates and undertakes policy development, providing high-level analysis and advice, to support ADA Australia's response to systemic advocacy initiatives and commitments.

Key areas of work include research and analysis, writing and producing high-level policy documents, including detailed policy papers and submissions.

This role is required to be flexible and responsive to the changing requirements of ADA Australia's organisational needs, which may include the coordination of multiple activities and responsibilities, as delegated by the Chief Executive Officer.

The Senior Policy & Research Officer is a member of the Project Team and reports to and works closely with the Chief Executive Officer and Executive Management Team.

Key Position Duties

Systemic Advocacy

- Conduct policy analysis of issues affecting older people and people with disability.
- Monitor government policies and programs relating to older people, people with disability, and people subject to guardianship and administration matters.
- Monitor and interrogate ADA Australia's data to identify emerging systemic issues for research, policy and strategic advice purposes.
- Engage and consult with ADA Australia staff on emerging trends to inform systemic advocacy.
- Provide policy analysis and advice to the Chief Executive Officer and Executive Management Team.
- Inform ADA Australia staff of changes to key policy and legislation relevant to the provision of advocacy services.

- Research and prepare a range of written materials including policy submissions, newsletter articles and funding submissions.
- Perform agency, government and community liaison with the objective of influencing policy directions.
- Identify appropriate grant opportunities and prepare grant applications as directed.
- Perform other policy and project duties as directed by the Chief Executive Officer.

Technical Skills

- Indepth knowledge of the Australian ageing and disability systems.
- High level research and policy analysis skills.
- Strong communication skills, with the ability to clearly and concisely articulate views.
- Ability to work independently with minimal supervision.
- Ability to prioritise workloads and effectively manage competing deadlines.
- Ability to work as part of a team and to contribute to achieving team outcomes

Teamwork and Communication

- Ability to work positively and communicate effectively within a team environment to achieve deliverables.
- Maintain and initiate regular and professional communication with the Chief Executive Officer, management and other work colleagues.
- Where required, actively lead and/or participate in team meetings, working groups, meetings with external stakeholders and services regarding projects.
- Develop and maintain cooperative and harmonious relationships with both internal and external parties and work in collaboration with others to prevent and/or resolve difficulties.
- Communicate complex concepts and/or difficult issues with tact and diplomacy.

Continuous Quality Improvement

- Contribute to ADA Australia's Quality Framework.
- Promote and support a commitment to continuous quality improvement in all activities.

Administration and Documentation

- High level knowledge in Microsoft Office and database programs to perform required duties.
- Plan and manage time effectively to complete complex project/activity tasks to meet defined deadlines.
- Prepare project briefs with recommendations on complex issues which are clear, exhaustive and provide strong support for a preferred position or action.
- Complete communications with relevant stakeholders as required.
- Abide by ADA Australia's policies and procedures at all times.

Personal and Professional Development

- Continue to develop professionally and personally to meet the changing needs of the position, the external environment and the organisation.
- Participate in the organisation's performance management process.
- Maintain up to date knowledge of relevant legislation and government requirements which impact on the position.
- Ensure the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, and system, procedure, product and service requirements inherent in the current duties.

Behaviours

- Ensure integrity and commitment to ADA Australia, maintaining a strong work ethic.
- Complete tasks in a timely manner and meet defined deadlines.
- Ensure integrity, empathy and compassion towards the organisation's client groups.
- Operate autonomously whilst maintaining accountability and working within organisational frameworks.
- Demonstrate a high level of judgment when faced with complex situations.
- Demonstrate a willingness to undertake reflective practice for self-development.
- Demonstrate an openness to learn from others, take on constructive feedback and provide solutions.

Key Selection Criteria

- Demonstrated knowledge of the Australian aged, disability and human service systems.
- Demonstrated knowledge and ability to access and interpret Federal and State Government policies and legislation relating to older people and people with a disability, and experience and/or suitable qualifications in social policy analysis.
- Highly developed interpersonal and written communication skills.
- Demonstrated ability to be flexible and responsive to changing work priorities.
- High level organisational skills with the ability to prioritise tasks across multiple projects to meet strict and competing deadlines across the organisation.
- High level computer skills in Microsoft Office or equivalent.
- Demonstrated commitment to continuous quality improvement and to maintaining quality outputs.

Essential Requirements

- Current drivers' licence.
- Current (less than three 3 years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee's expense).
- Current Blue Card & Yellow Card or Blue Card with Yellow Card Exemption, (ongoing renewal at employee's expense).

Ongoing Requirements

- Travel interstate and to remote and regional areas outside normal working hours may be required (on occasions overnight).

Acknowledgement

I, acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This for is to be signed by the successful candidate or position holder – not be signed by applicants for the position).

Employee

Name:

Signed:

Date:/...../.....

Chief Executive Officer

Name:

Signed:

Date:/...../.....