

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

- 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.

- Prepare project briefs with recommendations on complex issues which are clear, exhaustive and provide strong support for a preferred position or action.
- Identify appropriate grant opportunities and prepare grant applications as directed.
- 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.
- Maintain up to date knowledge of relevant legislation and government requirements which impact on the position.
- Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community.
- Perform other policy and project duties as directed by the Chief Executive Officer.

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 skills.
- Strong communication skills, with the ability to communicate complex concepts and/or difficult issues with tact and diplomacy.
- 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 ability to be flexible and responsive to changing work priorities.
- Demonstrated commitment to continuous quality improvement and to maintaining quality outputs.

Essential Requirements

- A valid Queensland Driver's licence.
- Current (less than three (3) years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee's expense).
- Valid NDIS Worker Screening Clearance (paid workers) at employee's expense.
- Valid Working with Children – Blue Card (paid workers) at employee's expense.

Ongoing Requirements

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

ADA Australia strongly recommends that employees have and maintain Covid-19 and influenza vaccination currency in line with current Public Health Directives and organisation policy.