Position Description

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<thead>
<tr>
<th>Position</th>
<th>Policy Officer (Aboriginal and/or Torres Strait Islander Identified)</th>
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<tbody>
<tr>
<td>Reports to (position title)</td>
<td>Director, Policy &amp; Campaigns</td>
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<tr>
<td>Direct reports:</td>
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<td>Indirect reports:</td>
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**Scope**

Involvement in typically 2-6 campaigns per annum

Interaction with stakeholders at state and national level

*Within Consumer Action, this position works closely with other team members, the Koori Engagement Manager, financial counsellors and solicitors. Externally, this position works closely with Victorian Aboriginal Legal Service staff and represents Consumer Action to stakeholders, policy makers and decisions makers, often in collaboration with other consumer advocacy organisations.*

**POSITION PURPOSE**

This position is tied to a 12-month project Consumer Action is undertaking with the Victorian Aboriginal Legal Service (VALS). The joint project will involve the Policy Officer working collaboratively with CALC and VALS and in particular, CALC’s Koori Engagement Manager and a VALS civil lawyer to identify and drive systemic advocacy and reform work on issues impacting on the Victorian Aboriginal community.

The Policy Officer, as a member of the Policy and Campaigns team, will identify, propose and provide policy analysis, research and strategic advice on consumer policy relevant to Victorian Aboriginal community to further Consumer Action’s vision of a just marketplace, where people have power and business plays fair.
Key Accountabilities/Responsibilities

- Work in collaboration with Consumer Action’s Koori Engagement Manager, Legal Practice and Financial Counselling Service as well as VALS’ staff to identify and analyse systemic issues affecting Victorian Aboriginal communities and contribute to the development of policy and campaign projects;

- Undertake policy research and campaigning: prepare briefs, submissions, reports, articles, fact sheets and other materials relating to matters that make life easier for Victorian Aboriginal communities, with a focus on the policy priorities and projects in the Policy & Campaigns plan.

- Support the Senior Policy Officers, Director of Policy & Campaigns (DPC) and as appropriate, the CEO, in advocating to governments, regulators, businesses and others for the implementation of policy recommendations;

- Work in collaboration with the Koori Engagement Manager and other CALC and VALS’ staff to visit and engage with Victorian Aboriginal communities;

- Under the direction of the DPC, represent Consumer Action at relevant forums and work co-operatively with identified stakeholders;

- Cooperate with and support the work of other advocacy organisations where this assists us to achieve good outcomes for Victorian Aboriginal communities and build policy and campaigns capacity in the sector;

- Work collaboratively with Communications and Campaigns and the Koori Engagement Manager to ensure Consumer Action’s public messages are consistent with policy positions and appropriate to Aboriginal communities;

Qualifications/Experience/Specialist skills

- This position is open to Aboriginal and Torres Strait Islander people (mandatory);

- Demonstrated knowledge and understanding of the Victorian Aboriginal communities, both social and cultural and an understanding of the barriers to accessing justice and appropriate services;

- A demonstrated ability to communicate sensitively and effectively with members of the Victorian Aboriginal communities;
• Demonstrated experience in a relevant field such as law, government, economics, public policy, community services and/or health, with a tertiary degree in one of these relevant fields being an advantage, together with a demonstrated commitment to social justice and fairness;

• Familiarity with the theory and practice of policy making and research: a practical and working knowledge of consumer policy and regulatory issues would be an advantage.

**Competencies**

• Sound analytical and conceptual thinking skills with an ability to analyse the causes of vulnerability and disadvantage and to understand relevant legislation;
• Developing project management skills, including the ability to anticipate and manage roadblocks and ensure campaign objectives are met;
• The ability to work flexibly and collaboratively as part of a small team in a multidisciplinary Centre;
• Curious to understand the complex nature of problems faced by people experiencing vulnerability and disadvantage;
• Can identify, analyse and advise on policy issues based on the Centre’s casework experience, and understanding of the relationship between client advocacy and systemic advocacy;
• Communicates in a clear and interesting way: developing understanding of how to refine communication effectively based upon intended audience, objectives, and feedback.
• Growing confidence in undertaking public speaking and representing Consumer Action externally and increasing understanding of the effective use of online and other forms of public engagement.
• Cooperates and works well with others; shows consideration, concern and respect for others’ feelings and ideas; accommodates and works well with the different working styles of others, treating all people with dignity and respect;
• Works effectively with growing autonomy and accountability; demonstrates initiative, good time management, and willingness to ask for help and guidance when needed.
• Motivated to continually update knowledge and engage in self-reflection.