



## Policy Officer POSITION DESCRIPTION

Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

<b>Position Title</b>	Policy Officer
<b>Reports To</b>	Policy Manager
<b>Direct Reports</b>	Nil
<b>Salary &amp; Term</b>	<ul style="list-style-type: none"><li>• Ongoing, subject to continued funding</li><li>• Salary of \$85,000 - \$97,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.</li><li>• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.</li><li>• This role is responsible for providing project and policy advice and support to the leadership team. This includes supporting the delivery of core Assembly services whilst identifying emerging risks and challenges.</li></ul>
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• Conduct research, analysis and serve in a project management capacity to support the development of policies</li><li>• Provide written and verbal advice to the CEO, Co-Chairs and the Management team of the Assembly.</li><li>• Support the Assembly team across all its work</li></ul>



<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of Victorian Aboriginal Communities</li> <li>• An understanding of Government decision making processes</li> <li>• Previous experience in the provision of strategic policy advice and guidance</li> <li>• Demonstrated management of relationships</li> <li>• Working to challenging deadlines</li> <li>• A collaborative and respectful approach</li> <li>• Being a creative problem solver</li> <li>• Solid influencing skills</li> <li>• Conceptual thinking</li> <li>• The ability to synthesise complex information and communicate it simply and effectively</li> <li>• Degree qualified or equivalent experience</li> </ul>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. <b>Demonstrated capacity to work effectively and with integrity in the context of a Victorian Traditional Owner representative body</b> Willing and able to support the leadership of an organisation that is Aboriginal controlled and representative of Aboriginal communities in Victoria. Demonstrated understanding of the Aboriginal community in Victoria. Able to navigate complex relationships and act in accordance with the Assembly values. Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.</li> <li>2. <b>Demonstrated experience in policy analysis and formation</b> Experience in research, policy development and analysis. Willing and able to support Policy Managers and Head of Policy and Negotiations to deliver complex policy projects in a dynamic and fast-paced environment.</li> <li>3. <b>Demonstrated capacity for achieving results with others</b> Willing and able to share ideas and information, collaborate with others within the Assembly including the board, members, staff and other leaders in Victoria who play a critical role in achieving Treaties. Able to engender commitment and help others to develop. Receptiveness to new ideas and openness to different approaches and ways of working.</li> <li>4. <b>Excellent written and verbal communication skills</b> Excellent written and verbal communication skills, including the ability to adapt writing styles to a range of audiences. Experience drafting documents to a high standard, including policy briefs, guidance documents, submissions or research reports.</li> </ol>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• MS Office proficiency</li> </ul>