

POSITION DESCRIPTION - POLICY OFFICER

POSITION DATA	
Position Title	Policy Officer
Organisation	Western Sydney MRC
Location	Liverpool
Employment Status	Up to 22 –38 hours per week (Flexible)
Contract	12 months (Fixed term contract)
Position Level / Grade	SCHADS 6 (Salary Sacrifice Available)
TRAINING & QUALIFICATIONS	
Essential	<ol style="list-style-type: none"> 1. Demonstrated advanced written and verbal communication skills 2. Demonstrated ability to undertake comprehensive research, interpretation and critical analysis skills 3. Demonstrated ability to establish and maintain stakeholder relationships and working in partnership to design and deliver services 4. Demonstrated understanding of, and ability to apply, environmental context, data and legislation 5. Ability to manage staff and support them to meet deadlines 6. Compliance Checklist <ol style="list-style-type: none"> 6.1. Legally able to work in Australia 6.2. Ability to work flexible hours, with some weekend event attendance required. 6.3. Ability to travel as required. 6.4. Able to provide a clear Working with Children Check and Police Clearance (to be supplied before commencement).
Desirable	<ol style="list-style-type: none"> 7. Proficiency in a community language or linkage to direct linkage to diverse community Western Sydney. 8. Demonstrated strong links/connection to refugee and migrant communities in Western Sydney
KEY DUTIES & RESPONSIBILITIES	
Strategic	<ul style="list-style-type: none"> • Participate, plan and help undertake policy positions, to support the organisation to meet its mission. This will involve the identification of current and emerging issues and needs analysis • Participate in the development of the Western Sydney MRC Strategic Plan and Business Plan.
Delivery	<ul style="list-style-type: none"> • Support policy development and position statements for the organisation in relation to the scope of Western Sydney MRC mission and service delivery, including refugees and vulnerable migrants, age care, youth and family supports. • Provide advice and support on matters as requested. • Prepare submissions, report and similar as requested. • Undertake research and analysis as required. • Provide information and establish connections between external services and local communities for collaborations and consultations. • Demonstrate a high degree of confidentiality, judgment, initiative, and sensitivity in the performance of work through adherence to the Western Sydney MRC Values Statement.

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Expansion	<ul style="list-style-type: none">Identify, analyse and suggest responses to current and future opportunities for programs/projects that would benefit our clients and the organisation.Assist with the development of related funding submissions applications as required.Support staff in their functions as required	
Relationships	<ul style="list-style-type: none">Develop links and networks with targeted stakeholdersEstablish and sustain proactive relationships to achieve effective information sharing and coordination with stakeholders/partners.Build ongoing communication and engagement practices with high valued stakeholders/partners and prospective partners.Work effectively with internal staff to inform, support and promote organisational practices/programs.Attend appropriate network meetings and forums relating to the programs/projects.	
Reporting	<ul style="list-style-type: none">Ensure timely and accurate records and reporting of programs/projects.Assist with reporting and evaluation activities, including database reporting, written reports and evaluations.Assist with collecting evidence and statistics for reports and promotion as required.	
RESOURCE MANAGEMENT		
Management of Staff	<ul style="list-style-type: none">Management of project volunteers, as required.	
Management of Budget	<ul style="list-style-type: none">Ad hoc management of small project budgets, as required.	
DECISION MAKING		
Scope	<ul style="list-style-type: none">Participate in the development of the Western Sydney MRC Strategic Plan and Business PlanContribute to All Staff, Community Engagement team meetings and organisational planning.	
Management of Budget	<ul style="list-style-type: none">Under the direction of the CEO.	
COMPLIANCE REQUIREMENTS		
Reference Documents	<ul style="list-style-type: none">Laws, regulations, guidelines and specifications relevant to this position:Privacy Act 1988Anti-Discrimination Act 1997 (NSW)Racial Discrimination Act 1975, and the Racial Hatred Act 1995Human Rights Act 2004Code of Conduct and Ethics for Western Sydney Migrant Resource Centre employeesWork Health and Safety Act 2011Industrial relations legislation (NSW and Federal) including the Workplace Relations Act 1996 and the Regulations 2006Working with Vulnerable People (Background Checking) Act 2011All legislation as nominated by contractual requirements.	
KEY PERFORMANCE INDICATORS		
Key Performance Area	Indicator	Percentage
Strategic	<ul style="list-style-type: none">Lead identification and research of policy issues	15%

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	<ul style="list-style-type: none"> • Develop robust and evidence-based rationale to support the development of and changes to policy. • Integrate and interpret information gathered from a wide variety of sources, to develop policy options • Undertake high-level policy research and analysis from multiple sources, identifying trends to develop policy solutions • Communication is undertaken to inform stakeholders of policy positions and promote engagement • Active participation in the development of strategic plan and business plan, as required. • Active participation in the development of a work plan. 	
Expansion	<ul style="list-style-type: none"> • Current and future opportunities for programs/projects that would benefit our clients and the organisation identified, analysed and proposed. • Assistance provided with the development of related funding submissions applications as required. 	10%
Delivery	<ul style="list-style-type: none"> • Lead the analysis of policy options to recommend and develop solutions to critical problems • Review existing policy and develop new policy to align with organisation mission and strategic direction • Outcomes are achieved in promoting client/constituent needs from within Western Sydney CALD communities • A high degree of confidentiality, judgement, initiative, and sensitivity demonstrated through work performance, adhering to the Western Sydney MRC Values Statement. 	25%
Relationships	<ul style="list-style-type: none"> • Collaborative networks are actively established and maintained across relevant organisations and stakeholder groups. • Client and community leader relationships are strengthened through various means. • Existing partnerships are continued and advanced. • New partnerships and relationships are developed and maintained. • Provision of expert stakeholder engagement advice to influence decisions, support initiatives. • Connection and collaboration between communities and external stakeholders is facilitated 	25%
Reporting	<ul style="list-style-type: none"> • Internal data collection for programs/activities is maintained. • Accurate reports for contractual, internal and promotional requirements are compiled and submitted before the due date. • Electronic and hard copy client information and program documentation are accessible, recorded, stored, maintained, and archived accurately. 	10%

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Self-Management	<ul style="list-style-type: none"> • Workplace health and safety laws are complied with. • Reflection occurs concerning self-management practice. • KPIs have been met. • Western Sydney MRC's policies, procedures, values and behaviours are demonstrated. • Effective time management, administration and project management skills to manage priorities, meet deadlines and keep accurate records are demonstrated. 	5%
Supporting Team-work	<ul style="list-style-type: none"> • Open and effective communications are undertaken with all staff at the Western Sydney MRC. • Communication protocols are followed. • Actively involved in and on internal staff Committees. • Staff meetings are prioritised and attended in so far as possible. Prior discussion and advanced notice is provided when unable to attend. • The preparation and delivery of WS MRC events and activities are supported and assisted with where required. 	10%

MANAGEMENT DECLARATION

"I have carefully reviewed the Position Descriptions and am satisfied that it fully and accurately describes the requirements of the position."

Senior Manager

Signature

Date

EMPLOYEE DECLARATION

I have read this document and agree to undertake the duties and responsibilities as the list above. I acknowledge that:

1. *This position description details the accountabilities and scope of the role and describes the duties and tasks that I am required to undertake. Additional or other duties may from time to time be allocated to fully meet the responsibilities of the role, team and any organisational objectives. Any additional or other tasks will be discussed with me including their priority and relevant KPIs*
2. *This document will be reviewed with me on an annual basis, and my performance will be evaluated against these measures.*

Employee

Signature

Date