

Position Description

Position Title	Senior Policy Officer	
Reports to:	Policy Lead	
Principal Function(s)	Develop and promote PDCN policy position to Commonwealth & NSW Government and other stakeholders	
Direct Reports		
Relationships	Work closely with policy lead, CEO and other PDCN staff	
	Liaise with external stakeholders - Government, advisory committees	
	Liaise with PDCN members	
Role Area	Key Responsibilities	Performance Outcomes Sought
Policy	Identify, prioritise and research current and emerging issues to facilitate the full participation, equality of opportunity and equality of citizenship of people with a physical disability	Policy lead and CEO are appraised of emerging policy priorities/issues. Research documentation is up to date and located in the PDCN P:Drive for access by all staff
	Identify, research and respond to relevant enquiries, submissions and reports	Submissions/reports are completed and sent to Policy Lead in draft form by a date 1 week prior to submission closing date; and submitted to relevant deadlines. Submissions are posted on PDCN website (once publicly allowed to do so)
		10 x submissions delivered in year*
	Develop and maintain relationships with key stakeholders to exchange current information and best practice principles, with a view to building an inclusive community for people with physical disabilities and positioning PDCN as expert peak in this area.	Relationships are established, maintained and strengthened with external stakeholders, in particular NSW and Federal Government. PDCN position is clearly articulated and understood/shared between groups.
		up to 6 new partnerships established*
	Assist to determine priority proactive focus areas and develop policy positions on issues relevant to people with a physical disability in NSW to facilitate systemic advocacy, disseminate to decision makers, the community and PDCN members.	Policy positions and proactive priority focus areas are clearly stated, broadcast to Government and other key stakeholders, and yearly outcomes are achieved; proactive policy positions are reviewed yearly.

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		Yearly Action Plan outcomes are realised for each proactive policy focus area set; 4 community and 2 organisational consultations undertaken*
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	Assist in the production of PDCN budget paper for NSW Government budget and brief political parties as practicable.	Budget paper finalised and provided to political parties within appropriate timeframes.
	Design and promote online surveys or research proposals to gather membership and public position/understanding on PDCN areas of interest.	Use Survey Monkey or other tool to build and promote PDCN surveys; collate survey data, produce final analysis of data responses.
		5 specific issue consultations undertaken*
	Evaluate PDCN policy work and interaction with members and stakeholders using PDCN outcomes framework	PDCN policy submissions, consultation attendance and other relevant data and outcomes are captured using relevante tool, reported monthly to EO (for Board reports) and quarterly for DCJ reporting requirements
	Report to PDCN Members	Regular reports to the PDCN membership are provided post completion of submission, or 6 monthly for proactive policy work (via website blog, facebook post, e-news or PDCN live article*
General	<p>Represent PDCN at external meetings, forums, expos</p> <p>Provide input into PDCN planning, development and delivery of projects</p> <p>Support and demonstrate PDCN's values and purpose</p> <p>Comply with PDCN's Polices and Procedures at all times</p> <p>Assist with general office tasks as required (phone support/enquiries)</p> <p>Undertake a police check and working with children check prior to commencement and every three/five years thereafter</p>	