

# Policy Officer

Reports to National Director, Policy & Strategy

# Position Purpose

This position will provide support to the implementation of strategic policy and advocacy initiatives and priorities to position Carers Australia as a respected national leader in representing and advocating on behalf of carers. The position will undertake research and policy review, assist in the development of written material including submissions and reports, and provide Secretariat support to various Carers Australia Committees.

# Position Responsibilities

* Work in conjunction with the National Director, Policy & Strategy and broader Policy Team to pursue and achieve the organisations strategic goals and assist in the execution of work necessary to meet objectives
  + Contribute to policy analysis and advocacy, such as through the preparation of background material, written submissions to government inquiries, policy statements, and more
  + Monitor developments in policy areas on a wide-range of issue impacting on carers
  + Liaise with external stakeholders as required
  + Gather and facilitate information sharing within the Carers Australia network on issues and activities (external and internal) related to member’s needs and interests.
* Provide Secretariat support to the Carers Australia National Policy Advisory Group, and the National Carers Policy Forum.
  + Develop agendas, assist in the preparation of papers, organisation of meetings and minute taking
* Support and contribute to other Carers Australia projects and activities as required.

# Selection Criteria (Skills, Knowledge & Experience)

* Relevant tertiary qualification in a related discipline and/or substantial experience in providing secretariat support and the development of policy
* Strong organisational and interpersonal skills and experience in engaging, consulting and working collaboratively with internal & external stakeholders
* Demonstrated experience in managing competing priorities and to deliver high quality outcomes within agreed timeframes.
* Strong research skills, including the ability to undertake literature reviews and other research methodologies
* Excellent written communication and problem-solving skills
* Ability to work in a small team environment
* Proficient ability in the use of the Microsoft Office suite of programs
* Ability to receive an ACT Working with Vulnerable People Registration