

POSITION TITLE:	Policy Officer		
REPORTS TO:	Senior Policy Advisor		
POSITION CLASSIFICATION:	Part Time, Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
LOCATION:	Carlton and work from home (<i>due to COVID-19 restrictions</i>)	APPROVED BY:	Soo-Lin Quek
SALARY:	SCHADS Level 5 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	July 2021

About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

About the Program Area

CMY's **Knowledge Advocacy and Service Innovation** team builds the evidence and collates information to share with practitioners and policy makers. This evidence helps us design programs that address contemporary challenges, create appropriate opportunities and develop stronger communities.

POSITION SUMMARY:
<p>The Policy Officer plays a significant role in supporting the policy advocacy work of CMY through consulting on, analysing and developing responses to emerging policy issues for multicultural young people/youth issues. The role will work closely with the various teams across CMY to ensure that emerging issues and trends for young people are captured and well documented.</p> <p>The Policy Officer will report to the Senior Policy Advisor for day-to-day support and direction in relation to CMY policy work, with oversight from the CMY Executive Manager, Knowledge and Advocacy.</p>

JOB RESPONSIBILITIES:

- Undertake written work including reports, policy submissions, policy papers, articles for newsletters, info sheets and other relevant publications as directed.
- Provide quality and timely policy advice and responses to emerging issues in Victoria, in consultation with key stakeholders, and the CMY policy team.
- Consult with young people, workers and organisations actively working or seeking to work with young people from refugee or migrant backgrounds to identify and inform policy responses.
- Represent CMY on local and state networks to advocate on issues for young people from refugee and migrant backgrounds, as the need arises.
- Collate and analyse data on the needs of refugee and migrant young people and settlement trends in Victoria.
- Provide support and supervision to CMY's policy intern and students.

KEY SELECTION CRITERIA:

1. Demonstrated understanding of and sensitivity to issues affecting young people from refugee and migrant backgrounds.
2. Experience in social policy development, including an understanding of community development principles as they apply to policy development.
3. Highly developed interpersonal and written communication skills, including the ability to produce high standard written work for a variety of target groups including policy papers, reports and media articles.
4. Demonstrated networking and liaison experience including facilitating consultations with a variety of stakeholders (including young people) in the government and non-government sectors.
5. Highly developed analytical skills in a complex policy environment.
6. Demonstrated experience in day to day support and supervision of staff and/or students

QUALIFICATION REQUIREMENT:

- Tertiary qualifications in community development, youth work, public policy or other appropriate discipline and/or equivalent relevant work experience (>2 years).

ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;
- CMY is an Equal Opportunity Employer;
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S;
- Due to COVID-19 restrictions, this role will require you to work both from home and in the office. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

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CMY KEY OBJECTIVES AND ACTION STRATEGIES:	
• My Community	Young people are <i>connected, belong and contribute</i> to their families and the community.
• My Journey	Young people are <i>empowered to access opportunities</i> and actively shape their own futures.
• My Voice	Young people are <i>understood, accurately represented and influential</i> .
• My CMY	CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Executive Name

Executive Signature Date / /

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /