**Policy and Engagement Officer**

Supporting the Policy Manager in driving systemic change for people with physical disability across NSW, the Policy and Engagement Officer will produce high quality policy outputs, develop strategies to amplify the voice of people with physical disability across PDCN’s policy objectives and priorities and work towards building strategic partnerships across the disability sector.

* Assist the Advocacy Manager to collect high quality qualitative and quantitative data for use across PDCN’s strategic advocacy work
* Write and contribute to the development of a range of written outputs, including submissions, position papers, and opinion pieces for PDCN media
* Identity key issues for people with physical disability across NSW and contribute to the development of PDCN’s policy objectives and priorities
* Accurately convey the experiences and perspectives of people with physical disability and promote PDCN’s strategic and policy objectives in a variety of forums including consultations and standing committees
* Interpret and evaluate various sources of information on a wide range of topics impacting people with physical disabilities
* Build on and sustain PDCN’s policy-focused engagement with our membership through a variety of means, including, online, social media, phone, and face to face consultations
* Investigate mechanisms and opportunities to extend PDCN’s policy outreach into key areas – including CALD disability communities, ATSI communities and rural and regional areas
* Establish and maintain strong connections with relevant disability advocacy organisations with a view to collaboration and information-sharing
* Work collaboratively to continue to build membership and retain member participation across the Interagency Policy Officers Working Group
* Assist the Policy Manager in meeting ongoing reporting commitments.

**Key Selection Criteria**

**Talent and Capabilities:**

* Demonstrated commitment to social justice issues
* Strong ability to take initiative, responsibility for tasks and work independently
* Demonstrated capacity to work as part of a small, tight-knit team
* An ability to build and maintain strong relationships and collaborative partnerships with member groups and other stakeholders.

**Skills and Experience**

* Qualifications in law, public policy, social work, or relevant training, or experience
* Demonstrated high level analytical and problem-solving skills
* High level research skills, including the capacity to interpret complex data
* Excellent verbal and written communication skills, including social media proficiency
* Excellent interpersonal skills and a genuine interest in community organising
* Excellent organisational skills, including the capacity to prioritise and meet deadlines
* High level computer literacy, including the ability to use Microsoft Office suite, and work with online databases

**Desirable**

* Lived experience of physical disability
* Experience working with qualitative and qualitative data, including survey design
* Training and/or practical experience in community organising
* Experience working with online meeting platforms such as Zoom and Microsoft Teams
* Capacity to travel within NSW

**Other Requirements**

NSW Police Check, Working with Children Check, COVID 19 Vaccination

Current driver’s licence (preferred)

**Benefits:**

This position is paid under the Social, Community, Home Care and Disability Services Award Level 5 ($84, 854 plus 10% superannuation and leave loading)

***You will have the opportunity to also access a range of benefits including:***

* Salary packaging (reduce the tax you pay and increase your take home pay)
* Professional development opportunities
* Flexible working arrangements

|  |  |
| --- | --- |
| **POSITION TITLE** | **PDCN Policy and Engagement Officer** |
| **Position Type** | Full Time – 38 hrs per week  30 month term with view to extend |
| **Location** | St Helens Community Centre  184 Glebe Point Rd Glebe NSW 2037 |
| **Salary** | SCHADS Award Level 5, plus superannuation, leave loading  Salary Packaging also available |
| **Reporting relationships** | * Reports directly to Policy Manager * May supervise students and volunteers |
| **Other working relationships** | * Works closely with all PDCN staff * Develops relationships with PDCN members * Liaise with external stakeholders, business and government |