

Position Description

Position title:	Policy Officer – Aboriginal identified position
Responsible to:	Senior Policy Officer
Stakeholders:	CHIA NSW CEO, CHIA NSW Policy and Business Development Teams, CHIA NSW members
Position type:	Full-time, permanent
Location:	Redfern, NSW (or negotiated on request)
Salary	\$75,000 - \$80,000 plus superannuation, leave loading, and option to salary sacrifice
Last updated:	September 2021

Overview

The Policy Officer will be responsible to the Senior Policy Officer for coordinating and undertaking specific policy projects and for helping co-ordinate the sector's involvement in policy and debate.

Other roles will include assisting with our stakeholder and member engagement, supporting our media and communication work, and supporting our advocacy work. The Policy Officer will also contribute to the development and organisation of CHIA NSW's major events such as the CHIA NSW conference, CHIA Exchanges, and other online events.

Work Environment

CHIA NSW aims to promote a dynamic, challenging, collaborative and supportive working environment, which enables staff to focus on the achievement of the organisation's intended outcomes. Individuals will be expected to manage their workload independently and work in partnership with others, both within and outside the organisation.

Key Work Areas

The work of the Policy Officer will include:

1. Policy analysis and development

- Monitor policy and research developments that impacts on community housing in NSW and provide advice on specific policy and research matters.

- Assist in the review of community housing policies and business models and develop alternatives for consideration.
- Prepare briefing papers, good practice materials, e-bulletins, resource materials and written reports for publication.
- Assist the CEO and Head of Policy in national and state policy and research projects.
- Assist in making recommendations for further research or policy development.

2. Media, communications, and advocacy support

- Assist CHIA NSW staff to identify and develop media stories and respond to emerging issues.
- Prepare articles, speeches, and presentations as required.
- Assist CHIA NSW staff with the implementation of our Communications and Advocacy Strategy.
- Assist with organisation of major CHIA NSW events including the conference, and other online events.

3. Sector development

- Assist with convening and resourcing member forums to facilitate discussion of policy issues.
- Represent the sector on government / non- government consultative forums, working parties and advisory committees as required.

4. Other

- Support team members and work with colleagues to build a positive and collaborative workplace culture.
- Work with colleagues to develop effective workplace communication practices.
- Carry out other duties as requested by the CEO, Head of Policy, or Senior Policy Officer from time to time.

Identified position

This is an Aboriginal - identified position. Applicants must be of Aboriginal or Torres Strait Islander descent (pursuant to Section 14 (d) of the *Anti-discrimination Act.*) and confirmation of Aboriginality will be required.

Selection Criteria

- This is an identified position and applicants must provide Confirmation of Aboriginality
- Undergraduate degree in social sciences or related discipline and/or equivalent experience
- Strong oral and written communication skills
- Strong analytical skills and critical thinking skills
- Ability to engage and consult with a wide range of stakeholders
- At least 2 years of experience in policy analysis or advocacy, preferably in the not-for-profit sector
- Sound understanding of State Government and the process of policy development

- Alignment with values-based organisations and the aims of the community housing sector
- Strong organisational and time management skills
- Ability to work independently and as part of a cross-functional team

Employee's Signature

Date

Manager's Signature

Date