



Refugee Council
of Australia

POLICY OFFICER

Seeking a skilled professional with excellent written, communication and organisational skills.

12-month contract, full-time position (38 hours per week) based in Sydney

The Refugee Council of Australia (RCOA), the independent national community voice on refugee issues, is seeking a skilled Policy Officer.

RCOA is the peak body for organisations who work with and for refugees and people seeking asylum. RCOA conducts research, raises awareness and advocates on national and international issues affecting refugees and people seeking asylum.

The candidate we are seeking

The Policy Officer works as part of the Policy Team and is responsible for research, policy development and report writing. The successful applicant will be a self-motivated team member with excellent writing skills, have keen attention to detail and an understanding of refugee issues in Australia.

As an organisation dedicated to enhancing the role of Australia's refugee communities in the national discussion about refugee issues, RCOA strongly encourages applications from people with lived refugee experience and people with close personal and cultural connections to refugee communities.

Selection criteria are outlined in the attached position description.

The position is a 12-month, full-time position working 38 hours a week, based in Sydney. The salary is based on the SCHADS Award Level 4, with the possibility of Level 5, depending on the extent of the successful applicant's experience. The overall value of the package is increased further by access to tax-free salary packaging options extended to staff of public benevolent institutions (which can increase the take-home pay for this position by up to \$6000 p.a. at current rates).

The application process: Essential information

For your application to be considered, you are required to:

1. **Directly address each of the essential selection criteria**, while also responding to any of the desirable selection criteria which are relevant. Applications which fail to address the selection criteria will not be considered.
2. **Include a current resume** with your application.
3. **Include a sample of written material** which demonstrates your ability to write effectively and concisely. This sample must be original material which has not been edited by others. It does not necessarily need to have been published.

Applications can be submitted on Ethical Jobs and close Monday 3 October 2022, 11.59pm AEDT.

Enquiries about the position can be emailed to rebecca.eckard@refugeecouncil.org.au, using the subject line: 'Policy Officer enquiry'.

POSITION DESCRIPTION – POLICY OFFICER

Position reports to: Director of Policy and Research

Position type: 12-month contract, full-time, 38 hours per week

Location: Sydney

Award: [Social, Community, Home Care and Disability Services](#) (SCHADS) Award Level 4, with Level 5 a possibility for a candidate with extensive experience

Duties

Working with colleagues in the Melbourne and Sydney offices of the Refugee Council of Australia (RCOA), the Policy Officer will:

- Gather information on current policies and issues affecting the settlement of refugees and people seeking asylum, through research, analysis and consultation with relevant stakeholders.
- Undertake research and policy analysis, to further RCOA's advocacy goals.
- Produce research papers and submissions on matters related to refugee settlement, people seeking asylum and immigration detention, as well as other refugee policy issues as required.
- Manage relevant research projects for which RCOA has received funding.
- Prepare information for use in publications, briefs for meetings with government agencies and reports for RCOA's Board.
- Assist RCOA to respond to the needs of its membership and participate in the organisation's efforts to broaden its network of members and supporters.
- Represent RCOA in interagency committees, community consultations, conferences and relevant forums, including occasional intrastate and interstate travel on behalf of RCOA.
- Represent or co-represent RCOA in meetings with policy and decision-makers.
- Support RCOA's international advocacy where appropriate.
- Supervision of interns and volunteers involved in research, policy analysis and awareness-raising.
- Assist colleagues with the preparation and distribution of information (e.g. bulletins, newsletters, media releases, reports, website and social media content) to networks, members, supporters and other contacts.
- Assist in the preparation of reports to the RCOA Board and its committees on matters relevant to the Policy Officer's role.
- Carry out other duties as requested by the Director Policy and Research, Deputy CEO and CEO.

Selection criteria

To be successful in this role, the applicant must meet the following selection criteria:

Essential:

1. Effectiveness in research, policy analysis and planning.
2. Understanding of refugee issues and the refugee sector and demonstrated capacity to work with people from diverse cultures.
3. Experience in submission writing, preparation of policy papers, funding applications and acquittal reports.
4. Ability to communicate and negotiate at senior levels.
5. Ability to work with minimal supervision and as part of a team.
6. Relevant tertiary qualification(s) and/or practical experience in a relevant field.

Desirable:

1. A deep understanding of refugee-related issues from lived experience and/or close personal and cultural connections to refugee and asylum-seeking communities.
2. Ability to promote and deliver training to external audiences.
3. Experience in supervising interns and/or volunteers.

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ABOUT THE REFUGEE COUNCIL OF AUSTRALIA

Formed in 1981, the Refugee Council of Australia (RCOA) is Australia's community peak body on refugee issues, working with member organisations and individual supporters around Australia to promote the development of humane, lawful and constructive policies for refugees and people seeking asylum.

Our goal is to build a network which is a more equal partnership between people who have been refugees and allies of other backgrounds who are committed to working together for fairer refugee policies.

Vision: For the voices of refugees to be heard, the rights of refugees to be respected, the humanity of refugees valued, and the contribution and leadership of refugees celebrated.

Purpose: To advocate for the development of humane, lawful and constructive policies towards refugees and people seeking asylum by Australian and other governments and their communities.

Guiding Principles: Refugee Council of Australia's formal positions on matters of public policy are based on the following principles:

1. **Justice and the rule of law:** Maintaining a rigorous commitment to justice and the rule of law, in line with the principles outlined in the Universal Declaration of Human Rights, the Refugee Convention, the Conventions on Statelessness and other core international human rights treaties.
2. **Lived experience:** Giving priority to the views, concerns and ideas of refugees and people seeking asylum, privileging their views over the views of people with greater power and influence, emphasising their right to be represented when decisions are being made about their future.
3. **Respecting diversity:** Respecting the diversity within all populations of forcibly displaced people, ensuring that specific attention is given to the needs, concerns and perspectives of people who are even more marginalised because of their race, ethnicity, gender, age, disability, identity, faith, or sexuality.
4. **Inclusion and respect:** Promoting a vision of Australia based on inclusion and respect, advocating against policies which exclude or stigmatise, undermine human dignity or punish people for political purposes.
5. **Shared responsibility:** Advocating for appropriate sharing of responsibility between nations for people requiring protection, paying particular attention to Australia's current and potential role.
7. **Non-partisan and collective perspectives:** Developing non-partisan positions based on broad consultation and evidence-based research. providing leadership by authentically representing a collective view of RCOA's members and refugee communities in Australia on matters relevant to the organisation's mandate.

(RCOA Strategic Plan 2022–2024)