

Policy Officer

Job Title:	Policy Officer
Job Type:	Full-time, negotiable part-time
Classification:	Level 5 or 6 Social and Community Services (WA) depending on experience
Reporting to:	Advocacy Lead

SRWA

Social Reinvestment WA (SRWA)

Social Reinvestment WA is a member-based peak not for profit organisation, led by an Aboriginal and Torres Strait Islander majority Board. We work for systemic reform of the justice systems and aim to end the over-criminalisation of Aboriginal and Torres Strait Islander people in Western Australia's justice and legal systems; and to create a fair, humane, and more truly just Western Australia for all people.

We seek to create safer communities, support healthier families, and implement smarter justice approaches through:

- Advocacy, communications, and education.
- Community capacity building and development.
- Creation of collaboration and consensus building mechanisms.
- Development of evidence-based policy, research, and smart solutions.
- Building and maintaining a strong movement for effective change.

Our team is close-knit, dynamic, supportive, and values driven. We offer flexible working conditions, with opportunities for development and new experiences in a team-work oriented environment. We are a diverse workplace, which strives to be culturally safe and welcoming to people of all backgrounds.

Role Purpose

Reporting to the Advocacy Lead, the **Policy Officer** will be responsible for producing and developing SRWA policy and research, providing advice on responsive policy positions, and supporting government and stakeholder relations related to policy. You will be responsible for writing briefing notes, formal correspondence, and coordinating relationships between SRWA and key policy stakeholders. You will support the communications team to develop communications related to policy and work closely as part of the SRWA wider team.

Key Responsibilities

Research

- Coordinate the planning and execution of research projects that align with SRWA's strategic goals and objectives.
- Produce research reports, briefs, and papers that inform policy development, advocacy efforts, and program design.

Policy Development and Advice

- Development of policy positions and frameworks that address key issues.

- Monitor and analyse legislative, regulatory, and policy developments at the local, state, and national levels, identifying opportunities and risks for the organisation.
- Draft policy submissions, position papers, and briefing notes for government and non-government stakeholders.

Stakeholder Relations

- Develop and maintain strong relationships with key policy stakeholders to influence policy decisions and secure positive outcomes for SRWA.
- Represent SRWA in meetings and consultations with policy stakeholders.

Supporting Advocacy Development

- Provide guidance on the development of advocacy campaigns, ensuring they are informed by evidence and aligned with SRWA's policy positions.

Supporting Development of Communications

- Provide policy guidance on the creation of communication materials, including press releases, reports, social media content, and campaign materials.
- Work closely with the Communications Officer.

Other

- Administration necessary to performing this role.
- Adhere to SRWA policies and procedures.
- Behave in a manner aligning with the SRWA Code of Conduct.
- Work safely and follow any OSH policies.
- Use and maintain materials, resources, and equipment efficiently.
- Complete necessary administration tasks related to the role.
- Maintain professional standards.
- Other duties as required.

Selection Criteria

Essential

- Relevant tertiary qualification.
- Outstanding written communications skills.
- Highly proficient policy writing and research skills.
- Demonstrated experience in managing relationships with stakeholders.
- Understanding of socio-political landscape and stakeholders in WA justice space.
- Ability to work well in a connected team environment to deliver outcomes together.
- Ability to work effectively in time sensitive situations to deadlines.
- Highly proficient in using technology and communications tools: Microsoft Suite, Outlook, MailChimp, etc.

Highly Desirable

- Aboriginality.
- Understanding of values-based framing.