

Position Description

Senior Policy Analyst, Learning for Life Policy

General Information:	
Position Title:	Senior Policy Analyst – <i>Learning for Life</i> Programmatic Support
Function & Team/Program:	Evidence and Impact; Policy, Practice and Analytics Team
Location(s):	Sydney, Brisbane, Melbourne
Manager's Position Title:	Policy Manager
Manager's Name:	Jacqui Taylor
Date Prepared:	13 February 2026
Prepared By:	Jacqui Taylor
Approved By:	Christine Hunt and Suzie Riddell

Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)
The Senior Policy Analyst (<i>Programmatic Support</i>) role supports the Policy Manager by leading a portfolio of work to improve <i>Learning for Life</i> student outcomes by developing, analysing, reviewing and reporting on policy and program design for the <i>Learning for Life</i> program.

Scope:	
Direct Reports to this Position By Position Title	Indirect Reports Total Number
N/A	N/A
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
N/A	N/A
Other Dimensions of this Position	

This position has responsibility for supporting a wide variety of policy-related initiatives related to the *Learning for Life* program, with a particular focus on the programmatic elements of Learning for Life.

Setting Priorities (how is work prioritised)	
How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Contribute to annual setting of team priorities Contribute to twice yearly review of progress against agreed priorities Monthly tracking of progress against agreed work plan Weekly prioritisation of own work, with the need to occur more frequently in response to issues etc.
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	N/A

Key Relationships (Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)	
Internal	<ul style="list-style-type: none"> • Policy Manager, Senior Policy Analysts and Policy Analysts • National Manager, Policy, Practice and Analytics • Head of Evidence and Impact • Programs and Strategic Initiatives Team • State and Territory Operations Team • Practice Development team • State and Territory Operations Team • Research & Evaluation team • Strategic Engagement team • Various partnership teams (eg Corporate Partnerships)
External	N/A

Key Decision Making in this Role: (What are the key decisions and recommendations made in this role?)
<p>Decisions Expected</p> <ul style="list-style-type: none"> • Provide policy decisions around specific scenarios with regard to existing policy and policy principles. • In consultation with Policy Manager, prioritise policy issues for review/development to support the success and rigour of the <i>Learning for Life</i> program. • Prioritise own workload.
<p>Recommendations Expected</p>

- Provide policy insights and policy recommendations specific to the *Learning for Life* program and *Learning for Life* parents/carers and students.
- Provide recommendations to cross functional team members on *Learning for Life* policy matters and matters affecting *Learning for Life* parents/carers and students with a particular focus on programmatic support elements.

Key Responsibilities / Accountabilities:

Major Area: Policy development	% of Job: 35%
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Identify policy needs and opportunities for programmatic supports within the *Learning for Life* program and make recommendations on future direction and priorities. This could include development and review of elements within the *Learning for Life* theory of change, the framework underpinning short programmatic offerings, and other overarching *Learning for Life* policy and quality frameworks related to programmatic supports .

In collaboration with relevant teams, develop policy to support the delivery of the *Learning for Life* programmatic supports involving *Learning for Life* parents/carers and students

Maintain up-to-date knowledge of the research/literature which may impact on our work, and apply this to issues related to the *Learning for Life* program

Manage multiple complex *Learning for Life*-related tasks and projects simultaneously

Major Area: Lead the policy setting of the <i>Learning for Life</i> program	% of Job: 35%
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Be a key policy lead for the *Learning for Life* programmatic supports, working in close collaboration with relevant internal stakeholders. This could include representing the Policy team as a subject matter expert in cross-functional forums.

Develop and maintain effective relationships with key internal stakeholders, and practice highly developed strategic relationship management skills

Major Area: Analysis and reporting	% of Job: 25%
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Lead the monitoring and reporting approach for *Learning for Life* programmatic interventions and initiatives, maintaining and enhancing a rigorous quality and outcomes based accountability framework.

Major Area: <i>Time to Grow</i>	% of Job: 5%
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Pursue professional development opportunities

Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*

- Ensuring *Learning for Life* programmatic supports is appropriately balanced to achieve *Learning for Life* program outcomes, enable opportunities for students/families and support child safety, rights
- Managing competing priorities and deadlines

- Distilling complex information into formats accessible and relevant to The Smith Family staff
- Providing advice in a complex, multi-stakeholder environment
- Working within a complex matrix environment, and with remote team members
- Maintaining an awareness of current and emerging policy and practice that relates to the *Learning for Life* program
- Fostering a sound understanding of The Smith Family's Research>Policy>Practice approach
- Refining and embedding new evidence-based policies and approaches

Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

	Essential	Desirable
Education / Qualifications / Memberships:	<ul style="list-style-type: none"> • Tertiary qualifications or equivalent experience in Social Policy, Research or related disciplines 	<ul style="list-style-type: none"> • Tertiary qualifications in Education.
Experience:	<ul style="list-style-type: none"> • Demonstrated experience in a Social Policy • Experience designing & developing program policy 	<ul style="list-style-type: none"> • Experience in education, Research or related field
Competencies:	<ul style="list-style-type: none"> • Excellent analytical research skills, and experience in qualitative or quantitative research techniques and/or data analysis • Excellent conceptual skills and ability to synthesise complex information and translate for a policy setting • Strong written skills in a range of formats, and effective interpersonal communication skills with a diverse range of stakeholders • Strong stakeholder management skills • Ability to manage a portfolio of varied projects, including the ability to manage competing priorities and deadlines 	<ul style="list-style-type: none"> • Understanding of the Research>Policy>Practice approach • Knowledge of theory of change and program evaluation tools and methodology, and Outcomes Based Accountability (also known as Results Based Accountability) • Project management skills • Working with remote team members

	<ul style="list-style-type: none">• Ability to work independently to achieve identified goals within time constraints• Experience in working cross functionally to achieve results	
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