

POSITION TITLE:	Policy Officer		
REPORTS TO:	Senior Policy Advisor		
POSITION CLASSIFICATION:	Fixed Term Part Time 0.8 FTE		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
PRIMARY WORK LOCATION:	Carlton Travel to other CMY offices and off-site locations may be required	APPROVED BY:	Emma Antonetti
SALARY:	SCHADS Level 5 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation paid as per the <u>Super Guarantee</u> • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	April 2026

About CMY

The Centre for Multicultural Youth (CMY) is a non-profit organisation based in Victoria and has been shaping culture alongside multicultural young people and communities since 1988. Our purpose is to create a society where multicultural young people live a life where they are connected and can fully reach their potential.

CMY works to address systemic barriers that impact multicultural young people by:

- Advocating for social change, challenging inequities and barriers that multicultural young people face.
- Delivering support services and programs to young people and families.
- Connecting and creating innovative opportunities for multicultural young people.
- Amplifying the voices and experience of multicultural young people to shift narratives and influence systems.
- Influencing government and policy makers with evidence-based information and lived experience.
- Developing the knowledge, confidence and skills of other organisations, businesses and government.
- Researching current issues affecting multicultural young people to inform what we do.

Our work is youth-informed, strengths-based, and grounded in diversity, inclusion and anti-racism. At CMY, we all play a part in shaping systems, attitudes and behaviours that create the society we all deserve. Find out more: cmy.net.au/about-us

About the Program Area

CMY's **Policy and Advocacy** team builds the evidence and collates information to share with practitioners and policy makers. This evidence helps us design programs that address contemporary challenges, create appropriate opportunities and develop stronger communities.

POSITION SUMMARY:

The Policy Officer plays a significant role in supporting the policy advocacy work of CMY through data collection, consulting on, analysing and developing responses to emerging policy issues for multicultural young people/youth issues. The role will work closely with the various teams across CMY to ensure that emerging issues and trends for young people are captured and well documented. The Policy Officer works as part of CMY's Policy and Advocacy team and reports to the Senior Policy Advisor.

JOB RESPONSIBILITIES:

- Undertake written work including reports, policy submissions, policy papers, articles for newsletters, information sheets and other relevant publications as directed.
- Provide quality and timely policy advice and responses to emerging issues in Victoria in consultation with key stakeholders and the CMY policy team.
- Consult with young people, workers and organisations actively working or seeking to work with young people with refugee or migrant backgrounds to identify and inform policy responses.
- Represent CMY on relevant local and state networks to identify and inform policy issues as they relate to young people from refugee and migrant backgrounds.
- Collate and analyse data, evidence and research on the needs of refugee and migrant young people and settlement trends in Victoria.
- Provide support and supervision to policy intern and students as needed.

KEY SELECTION CRITERIA:

- Demonstrated understanding of and sensitivity to issues affecting young people from refugee and migrant backgrounds.
- Experience in social policy and research, including an understanding of community development principles as they apply to policy development.
- Highly developed interpersonal and written communication skills, including the ability to produce high standard written work for a variety of target groups including policy papers, reports and media articles.
- Demonstrated networking and liaison experience including facilitating consultations with a variety of stakeholders (including young people) in the government and non-government sectors.
- Highly developed analytical skills in a complex policy environment, with the ability to work across a wide range of topic areas and sectors.

QUALIFICATION REQUIREMENTS:

- Tertiary qualifications in community development, youth work, social or public policy, or other relevant discipline and/or equivalent relevant work experience.

ROLE REQUIREMENTS:

Mandatory Requirements:

All CMY staff must meet the following core employment requirements:

- **Pre-employment checks:** Satisfactory Police Record Check, Working with Children Check, and verification of the right to work in Australia.
- **Health and safety:** Compliance with Occupational Health & Safety (OH&S) policies and a demonstrated commitment to workplace safety for self and others.
- **Conduct and values:** Commitment to CMY's values of Participation, Diversity and Human Rights, and adherence to CMY's Code of Conduct, policies, and procedures.

- **Workplace expectations:**
 - Capacity to work flexible hours (including evenings and occasional weekends)
- **Training and development:** Completion of the following mandatory training modules upon commencement and at regular intervals as required:
 - CMY Organisational Induction
 - Culturally Responsive Practice
 - Child Safety Training
 - Building Aboriginal Cultural Competency
 - Introduction to Family Violence
 - MARAM (Multi-Agency Risk Assessment and Management) Training (as relevant to role)

Note: Mandatory training is reviewed regularly and may change to reflect organisational and sector needs.

General Requirements:

- Contribute to 'OneCMY' culture through connecting, collaborating and culture shaping;
- Perform other duties as directed, consistent with organisational strategy and priorities.

ADDITIONAL INFORMATION:

- CMY is a Child Safe organisation and an Equal Opportunity Employer. All staff are subject to child safety screening and assessment as part of the recruitment process, including referee checks.
- CMY roles operate within a hybrid working environment, with flexible work arrangements that may be negotiated based on team and organisational needs.
- Please see [Guidelines for applying for a Job at CMY](#)

CMY STRATEGIC OBJECTIVES:

- **MY Community**
Young people are connected, belong and contribute to their families and the community.
- **MY Journey**
Young people are empowered to access opportunities and actively shape their own futures.
- **MY Voice**
Young people are understood, accurately represented and influential.
- **MY CMY**
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Executive/Senior
Manager Name

Executive/Senior Date / /

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /