



## Gayaa Dhuwi (Proud Spirit) Australia

Aboriginal and Torres Strait Islander Leadership in Social and Emotional Wellbeing, Mental Health and Suicide Prevention

# Senior Policy Analyst

## Position Description

Position Title	Senior Policy Analyst
Employment Type	Full Time
Salary	\$124,951 - \$142,509
Team	Policy
Report To	Director, Policy
Direct Reports	None
Location	Brisbane, Canberra or Melbourne

## About Gayaa Dhuwi

Gayaa Dhuwi is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a members based, community-controlled organisation, we are governed by Aboriginal and Torres Strait Islander experts and peak bodies.

Our vision is the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander Peoples. Our role is to lead and advocate for systemic change that places the voices, strengths, and needs of Aboriginal and Torres Strait Islander Peoples at the centre of national policies and reforms.

We work in a fast-paced national policy and reform environment where priorities can shift quickly in response to government processes, parliamentary inquiries, sector developments, member priorities, emerging evidence, and national reform opportunities. As a result, our team needs to be made up of individuals who can understand complex policy and service systems, work respectfully within an Aboriginal and Torres Strait Islander leadership and organisations, and produce high-quality work across social and emotional wellbeing, mental health, and suicide prevention.

Gayaa Dhuwi's work is long-term with progress often requiring sustained advocacy, careful relationships, strong evidence and the ability to keep work moving over time. People who thrive at Gayaa Dhuwi are steady, thoughtful, organised, respectful, clear in their communication and able to maintain perspective while working on issues that matter deeply to our peoples and communities.



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### The Role

The Senior Policy Analyst leads Gayaa Dhuwi's policy research, analysis and environment scanning function, providing the rigorous evidence base and situational intelligence that underpins the organisation's policy positions and advocacy. The role is the primary driver of policy research and analysis within the Policy stream, working closely with the Policy Development Lead who leads the translation of that analysis into external facing publications and policy products.

The role works under the leadership of the Director, Policy and contributes across a wide range of policy areas relevant to Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including monitoring Commonwealth and state/territory policy developments, analysing reform processes, preparing policy briefs, reports and supporting the development of submissions and parliamentary appearances.

This is a senior specialist role that requires deep analytical capability, strong writing, and a sophisticated understanding of the national policy architecture. The Senior Policy Analyst is expected to work with a high degree of independence, bring sound judgement to complex and contested policy questions, and produce analysis that gives the organisation and its leadership a genuine edge in policy debates.

### Key Responsibilities

- Lead policy environment scanning across relevant Commonwealth and state/territory policy areas, maintaining the organisation's situational awareness of developments relevant to its mandate.
- Conduct policy research and analysis across social and emotional wellbeing, mental health, suicide prevention and related reform areas, synthesising evidence into clear, actionable intelligence for the Director, Policy and CEO.
- Monitor and analyse government policy documents, budget papers, consultations, reports and legislative developments, identifying implications for Gayaa Dhuwi and its members.
- Support the Director, Policy to develop and maintain Gayaa Dhuwi's policy positions across relevant areas, grounded in evidence and member priorities.
- Prepare policy briefs, analytical papers, ministerial briefings and internal advice to support the Director, Policy, CEO and executive leadership team.
- Contribute substantive policy analysis and evidence to publications and submissions led by the Policy Development Lead.



- Support the preparation of policy submissions and materials for parliamentary committee appearances.
- Contribute policy intelligence and analysis to the SEWB Policy Partnership, councils and collaborative networks as required.
- Work closely with the Policy Development Lead to ensure analysis is effectively translated into publications and policy products.
- Contribute policy analysis and reform insights to the Director, Reform and Reform stream as relevant.
- Engage with member organisations, councils and collaborative networks to ensure policy analysis reflects member priorities and community perspectives.
- Undertake other duties as required.

### **Performance and Behaviour Expectations**

- Produces policy analysis and research that is rigorous, evidence-based, and provides the organisation with a genuine analytical edge in policy debates.
- Maintains current and accurate situational awareness of policy developments across all relevant government portfolios.
- Synthesises complex evidence and policy developments into clear, actionable intelligence that is useful to senior leaders and decision-makers.
- Produces briefs, papers and analysis that are well structured, clearly argued, appropriately evidenced and suitable for a senior audience.
- Maintains quality and precision in written work even when working to tight timelines or across multiple concurrent projects.
- Works constructively with the Policy Development Lead, Government Relations Advisor and Director, Policy, sharing analysis effectively and contributing to integrated policy outputs.
- Engages productively with member organisations and external stakeholders to ensure analysis reflects lived experience and community priorities.
- Works respectfully within an Aboriginal and Torres Strait Islander organisation and ensures policy analysis reflects self-determination and member priorities.
- Handles sensitive matters with discretion and contributes to a focused and respectful workplace.



## Qualifications, Knowledge and Experience

- Relevant tertiary qualifications in public policy, health, social sciences or a related field, or equivalent professional experience.
- Demonstrated experience in policy research and analysis, including the ability to monitor, synthesise and interpret complex policy environments.
- Strong understanding of Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including the national policy, reform and service system context.
- Demonstrated ability to work respectfully and effectively within an Aboriginal and Torres Strait Islander organisation, or with Aboriginal and Torres Strait Islander Peoples, organisations and communities.
- Exceptional written communication skills, including the ability to produce rigorous policy briefs, analytical papers and ministerial briefings.
- Demonstrated ability to work with a high degree of independence, manage competing research priorities and deliver high-quality analysis within timeframes.
- Sound judgement, analytical rigour and attention to detail.

## Selection Criteria

1. Demonstrated ability to work respectfully within an Aboriginal and Torres Strait Islander leadership organisation, including understanding of culture, self-determination, community control and Aboriginal and Torres Strait Islander leadership.
2. Demonstrated understanding of Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including the policy, reform and service system context relevant to this work.
3. Demonstrated experience in policy research and analysis, including the ability to monitor complex policy environments, synthesise evidence, and produce rigorous, actionable analysis for senior decision-makers.
4. Demonstrated ability to produce high-quality written policy products, including briefs, papers, analysis that are clearly structured, well evidenced and appropriate to a senior audience.
5. Demonstrated ability to work independently, manage multiple concurrent projects, and exercise sound judgement in complex and contested policy contexts.



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### Benefits

- Competitive salary package including superannuation, four weeks of annual leave with annual leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements working from home two days per week on a Monday and Friday, and in the office three days per week on a Tuesday, Wednesday and Thursday.
- Professional development support and mentoring from the executive leadership team.

### Eligibility

- Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity under section 51 of the Equal Opportunity Act 1984.
- Applicants must be an Australian citizen or have permanent residency status pending the granting of Australian citizenship. All successful applicants for the position will be asked to complete pre-engagement checks including national police check and a working with vulnerable people check.

### Additional Notes

- Travel to other parts of Australia will be required from time to time.