



## Gayaa Dhuwi (Proud Spirit) Australia

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

# Policy Development Lead

## Position Description

Position Title	Policy Development Lead
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.



## Gayaa Dhuwi (Proud Spirit) Australia

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

### The Role

The Policy Development Lead leads the production of Gayaa Dhuwi's policy publications, position papers, submissions and related written products, translating the organisation's policy analysis and positions into high-quality, strategically positioned documents that move forward its national advocacy agenda.

The role works in close partnership with the Senior Policy Analyst, who leads the research and analysis function, and under the leadership of the Director, Policy. Where the Senior Policy Analyst generates the evidence base and policy intelligence, the Policy Development Lead is responsible for translating that into polished, publication-ready policy products that are clear, compelling and fit for purpose across different audiences.

This role requires exceptional writing and editing skills, a strong understanding of the national policy context, and the ability to manage multiple publication processes simultaneously to high quality and within agreed timelines. The Policy Development Lead will work across the National Impact Platform, submissions program, and policy publications, and will contribute substantively to Gayaa Dhuwi's reputation as a credible and authoritative national voice as the peak body.

### Key Responsibilities

- Lead the development of Gayaa Dhuwi's policy publications, position papers and National Impact Platform products, from drafting through to final publication-ready documents.
- Draft policy submissions in response to government consultations and parliamentary inquiries, drawing on analysis from the Senior Policy Analyst and the organisation's existing policy positions.
- Prepare policy papers and briefings for the SEWB Policy Partnership, councils, collaborative networks and the Members Policy Subcommittee.
- Develop and maintain templates, style guides and processes that support consistent, high-quality policy writing across the organisation.
- Monitor submission opportunities and coordinate the organisation's submissions program, ensuring the Director, Policy is briefed on relevant consultations and timelines.
- Prepare materials for parliamentary committee appearances, including opening statements, talking points and background briefs.



## Gayaa Dhuwi (Proud Spirit) Australia

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

- Support the preparation of ministerial briefings and government correspondence as required.
- Work in close partnership with the Senior Policy Analyst to ensure policy publications are grounded in rigorous analysis and evidence.
- Review and edit policy work produced by other team members, providing constructive feedback and ensuring organisational quality standards.
- Contribute to the organisation's submission monitoring and policy environment awareness.
- Undertake other duties as required.

### **Performance and Behaviour Expectations**

- Produces policy publications, submissions and papers that are clearly written, well structured, evidence-informed, appropriately argued and suitable for the intended audience.
- Manages multiple publication processes simultaneously, maintaining quality and meeting agreed timelines.
- Maintains consistent quality standards in written products across different audiences, formats and policy areas.
- Monitors submission opportunities proactively and ensures the Director, Policy has timely visibility of relevant consultations.
- Delivers submission products that are strategically positioned, well argued and submitted within required timeframes.
- Works in effective partnership with the Senior Policy Analyst, ensuring analysis is translated into policy products that are compelling and fit for purpose.
- Provides constructive written feedback that strengthens the quality of others' work.
- Works respectfully within an Aboriginal and Torres Strait Islander organisation and ensures policy publications reflect self-determination, member priorities and community perspectives.
- Handles sensitive matters with discretion and contributes to a focused and respectful workplace.

### **Qualifications, Knowledge and Experience**

- Relevant tertiary qualifications in public policy, health, communications or a related field, or equivalent professional experience.



## Gayaa Dhuwi (Proud Spirit) Australia

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

- Exceptional writing and editing skills, with demonstrated experience producing policy publications, submissions or similar written products to a publication standard.
- Strong understanding of Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including the national policy and reform 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.
- Demonstrated ability to manage multiple writing projects simultaneously, meet deadlines, and maintain quality under pressure.
- Experience working in or with a national peak body, government agency, or policy-focused not-for-profit.
- Sound judgement, attention to detail and strong editing skills.

### 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 and reform context relevant to this work.
3. Demonstrated experience producing high-quality policy publications, submissions or position papers, including the ability to translate complex analysis into clear, compelling and well-structured written products.
4. Demonstrated ability to manage a submissions or publications program, including monitoring opportunities, coordinating production processes, and delivering to agreed timelines and quality standards.
5. Demonstrated written communication skills of the highest standard, including strong editing and the ability to review and improve others' written work constructively.



## Gayaa Dhuwi (Proud Spirit) Australia

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

### 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.