

Position Description

Senior Policy Officer

Position	Senior Policy Officer, ongoing Part Time (30 hours p/w SCHADS Level 6.1 \$58.37 p/h).
Purpose	This role leads WWDACT's policy, research and systemic advocacy work in line with the WWDACT Strategic Plan to ensure the experiences of women, non-binary and gender diverse people with disabilities inform policy reform, systems change and government decision-making within the ACT.
Reports to	Chief Executive Officer
Direct Reports	Policy and Project Officer
Based	Women with Disabilities ACT located at the Pearce Community Centre, Pearce, ACT. Flexible work from home available.

The Organisation

[Women With Disabilities ACT](#) (WWDACT) is a systemic advocacy and peer support organisation for women, girls, non-binary people with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People's Organisation (DPO), governed by women, non-binary and gender diverse people with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

The Position

The Senior Policy Officer is a senior leadership position responsible for advancing WWDACT's policy, research and systemic advocacy agenda. Reporting to the Chief Executive Officer, the role provides strategic leadership to influence ACT and national policy, legislation and service systems that affect women, non-binary and gender diverse people with disabilities.

Working closely with WWDACT members, the CEO, government representatives and community stakeholders, the Senior Policy Officer ensures the voices and priorities of women, non-binary and gender diverse people with disabilities are central to policy development, service design and systems reform within the ACT.

The role leads the identification of emerging policy issues, the development of evidence-based policy positions, and the coordination of submissions, consultation processes and advocacy campaigns. You will be required to represent WWDACT at roundtables, community forums and stakeholder engagements. Additionally, you will work to reflect community experiences (through co-design and information gathering from WWDACT members) and to build the capacity of the WWDACT community to advocate for their rights and be included in policy processes through the WWDACT's lived experience Policy Advisory Committee (PAC).

A strong understanding of, and the ability to advocate on policy issues concerning women, non-binary and gender diverse people with disabilities through human rights, disability justice and intersectional framework is mandatory to the success of this role.

WWDACT's policy and advocacy work has a particular focus on:

- Violence prevention, response and recovery
- Access to healthcare
- Sexual and reproductive health
- Parenting, family life and support
- Disability reform and service systems

WWDACT's Policy Advisory Committee

WWDACT's Policy Advisory Committee (PAC) consists of six women, non-binary and gender diverse people with disabilities who provide lived experience expertise directly to the WWDACT policy team, to help shape WWDACT's policy and advocacy initiatives.

The PAC meets monthly via Zoom and contributes to:

- Policy reports, submissions and consultation responses
- Engagement with government and key stakeholders
- WWDACT's advocacy priorities and campaigns

The Senior Policy Officer will be responsible for the coordination and support of the PAC, ensuring that it's work is aligned with WWDACT's policy priorities under the WWDACT Strategic Plan.

The Duties

You will work under direction of the CEO to meet the objectives set out in the WWDACT Strategic Plan, deliverables set out in funding agreements, and to fulfil the duties set out as follows:

Policy Development and Advocacy

- Lead the development of WWDACT's policy strategy and systemic advocacy priorities in alignment with the Strategic Plan.
- Monitor and analyse legislation, government initiatives, policy reforms and emerging issues affecting women, non-binary and gender diverse people with disabilities, and lead the organisation's policy response.
- Research, prepare and write submissions, position papers, consultation responses, briefings and reports based on policy recommendations informed by community consultation and research.
- Represent WWDACT and advocate on the issues affecting members in policy-related working groups, advisory committees, consultations, forums and public events, with government and sector stakeholders as required.
- Develop and deliver policy-related communications, including media releases, briefing materials, background papers and advocacy resources for members, stakeholders and decision-makers.

Community Engagement and Co-design

- Lead and facilitate consultation, sector engagement and co-design activities with WWDACT members and the broader community to inform and guide policy responses.
- Coordinate and facilitate monthly sessions with WWDACT's lived experience Policy Advisory Committee to strengthen WWDACT submissions, reports, and broader advocacy work.
- Develop accessible information, resources and engagement materials that support community participation in policy development, consultation and advocacy processes.

Stakeholder Engagement and Representation

- Build and maintain strategic relationships with government agencies, peak bodies, community organisations and sector partners.
- Lead and contribute to collaborative policy and advocacy initiatives with government agencies, peak bodies, community organisations and sector partners to influence reform and strengthen collective advocacy efforts.
- Where required, provide specialist policy expertise, including survey design and community consultation, to internal and external stakeholders to strengthen internal processes and support effective sector advocacy.

Leadership and Organisational Contribution

- Manage policy-related projects, including project planning, implementation, budgeting, monitoring, reporting and evaluation, where necessary.

- Provide leadership, mentoring and guidance to policy staff to support professional growth and effective delivery of policy and advocacy initiatives.
- Support organisational planning, grant development, reporting and other activities that strengthen WWDACT's sustainability and impact.
- Undertake other duties consistent with the scope and level of the position.