



SENIOR POLICY OFFICER – ECONOMIC PARTNERSHIP, POSITION DESCRIPTION

Position Title	Senior Policy Officer, Economic Partnership
Team, Portfolio	Economic Partnership
Reports to	Assistant Director, Economic Partnership
Location	This position is primarily office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Nil
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a representative body of more than 80 Aboriginal and Torres Strait Islander community controlled peak organisations and members who have come together to Close the Gap, in partnership with Australian governments.

We share a belief that Aboriginal and Torres Strait Islander people should have a meaningful say on policies and programs related to Closing the Gap through formal partnerships with Australian governments at all levels.

The Policy and Secretariat Team supports the work of the Coalition of Peaks, providing high level and comprehensive policy and strategic advice to Peaks Members, to support the implementation and monitoring of actions in the National Agreement on Closing the Gap.

The Economic Partnership team is responsible for delivery of the Coalition of Peaks' obligations under the First Nations Economic Partnership (Economic Partnership).

THE ROLE

The Economic Partnership is a national commitment to fundamentally shift how governments and First Nations peoples work together to achieve economic empowerment, prosperity, and lasting economic security. The Economic Partnership is a mechanism for the Coalition of Peaks, First Nations Economic Empowerment Alliance and Commonwealth Government to share in decisions about reforms to First Nations economic policy.

The Senior Policy Officer will work as part of a small team to deliver a range of high quality policy analysis and advice relating to the Coalition of Peaks' participation in the Economic Partnership.

KEY DUTIES

The main duties of this position include, but are not limited to:

- Providing high quality, evidence-based policy advice, research and analysis to support the Coalition of Peaks' contributions to the First Nations Economic Partnership.
- Drafting and preparing policy reports, briefing papers, meeting talking points, speeches, and discussion papers for Peaks Members and a range of internal and external stakeholders.
- Undertaking research across a range of economic participation, education and training policy areas, including desktop reviews, literature-based research, consultation and gathering and analysing qualitative and quantitative data as required.
- Establishing and monitoring project plans and project administration.
- Supporting and monitoring the progress of projects through data collection, analysis, and reporting.
- Secretariat support including organising meetings and logistics, drafting agendas and talking points, and liaising with internal and external stakeholders on relevant committees and working groups.
- Establishing and maintaining ongoing at-level relationships with stakeholders.
- Working with the Assistant Director and Senior Director to identify and effectively action policy influencing opportunities.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Performing other duties as requested, consistent with the position.

Expected Behaviours

- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

SELECTION CRITERIA

- Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- A minimum of three years of policy, research and/or advocacy experience, including experience working on economic policy issues.
- A sound understanding of the factors that impact Aboriginal and Torres Strait Islander economic participation including, but not limited to employment, education and training policy, legislation, funding and systems.

- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- Strong project and/or program management skills.
- Well-developed written and verbal communication skills, including demonstrated attention to detail and an ability to effectively communicate complex ideas to a range of audiences.
- Effective analytical skills in gathering and analysing information and complex data to make informed decisions.
- Flexibility to adapt to a dynamic work environment with shifting priorities.
- Proven ability to influence, liaise, consult and negotiate with a wide range of stakeholders
- Proven ability to work both independently and as part of a team, and to self-manage workload.
- Tertiary qualifications in economics, law, public policy or a related field is highly desirable.