

Job description

Policy Officer

Key information

Team	Policy and Advocacy Team
Classification	Level 5 Social, Community, Home Care and Disability Services (SCHADS) Award
Full time equivalent (FTE)	0.6 – 0.8 FTE 22.8 – 30.4 hours per week
Fixed term	Until 30 June 2027
Hours	Must be available on Tuesdays. Remaining hours are flexible between 7:30am and 6pm local time.
Location	Work from home. There may be occasional work from a shared office in your capital city. Occasional interstate travel may be required.
Reports to	Policy and Advocacy Manager
Direct report(s)	None

Who we are

Inclusion Australia is the national representative organisation for people with an intellectual disability and their families. We have been working strategically, with passion and dedication, for more than 70 years.

We work closely with people with an intellectual disability and families and with our state member organisations. Our vision is that people in Australia with an intellectual disability and their families have their rights respected and have the same opportunities as everyone else.

The purpose of this job

This Policy Officer will work closely with the Policy and Advocacy Manager, as well as the Policy and Advocacy team and Communications team, to deliver high quality policy, research, and systemic advocacy work. This includes overseeing our Voice and Impact Program, which

gathers, analyses and translates the experiences of people with an intellectual disability and their families into evidence that drives policy, advocacy and public influence. The Policy Officer will work collaboratively with Inclusion Australia (IA) members and other external stakeholders where required.

This job description is a guide to your main duties, it is not a complete list of everything you need to do in your role. In addition to the items below, you may need to perform additional duties that are within your role and skill level.

Duties and responsibilities

- Develop, implement and coordinate Inclusion Australia's Voice and Impact Program, including story collection, consent processes, relationship management, thematic analysis, reporting, and feedback to contributors about how their experiences have influenced advocacy and policy
- Build trusted relationships with people with an intellectual disability and their families, supporting them to share their experiences safely, ethically and in ways that suit them
- Identify emerging themes and trends from lived experience and translate them into evidence that informs policy priorities, advocacy campaigns and organisational decision making
- Provide high-level policy analysis and advice across a range of social policy and advocacy areas, centring the voices and experiences of people with an intellectual disability
- Work with the Communications Team to identify opportunities for lived experience to inform media, campaigns and publications, ensuring informed consent and contributor wellbeing
- Develop and maintain systems to categorise, analyse and report on lived experience evidence, ensuring information is accessible, secure and informs organisational learning
- Ensure contributors understand how their experiences have influenced Inclusion Australia's advocacy, policy positions and public engagement, strengthening trust and ongoing participation
- Work collaboratively with IA staff, external stakeholders, contractors, and the Policy Reference Group – IA's national network of people with an intellectual disability around Australia, which guides on our systemic advocacy.

Selection criteria

Experience

You have:

- 3+ years of experience in policy development, analysis, and advocacy, preferably in a not-for-profit or public sector setting

- Demonstrated experience in stakeholder engagement and building effective relationships with government officials, policymakers, and communities
- Demonstrated ability to work independently as well as inclusively and collaboratively in a team
- Experience working with people with an intellectual disability would be an advantage
- Experience using a Customer Relationship Management system (CRM) would be highly regarded.

Knowledge and skills

You have:

- An understanding of the role of Inclusion Australia in supporting the rights of people with an intellectual disability and their families
- Strong knowledge of disability policy issues
- Excellent research, analytical, and critical thinking skills.
- An understanding of trauma-informed support approaches
- Organisational and time management skills
- Strong digital skills and confidence with Microsoft Office (particularly Teams)The ability to quickly learn and use new software systems. We use ClickUp for managing our workflow.

You can:

- Work collaboratively with people.
- Work remotely from home (with stable internet access)
- Write in Plain English and Easy Read, or be interested to learn
- Work productively and flexibly as part of a team and independently.

Interests and motivations

You are interested in:

- Human rights and equal opportunity
- Supporting people with an intellectual disability to participate fully in their roles.

You may also have personal or close experience with people with an intellectual disability.

Qualifications and licences

You must have a:

- Police Record Check
- Current employment Working with Children Check (or equivalent in your state or territory)
- Completed NDIS Commission's Worker Orientation Module certificate.

It would be an advantage if you have a university or TAFE qualification in social work, or a related field.