

POSITION DESCRIPTION	
Position Title	Senior Policy Officer- fixed term
Company	Homelessness NSW
Position Summary	The Policy Officer plays an important role in supporting evidence-based solutions, stakeholder engagement and policy initiatives that support Homelessness NSW's strategic goals. The position requires experience in social policy, preferably in housing and homelessness. It involves coordinating and contributing to policy initiatives through research, analysis and advice, and facilitating sector engagement and consultation across a range of reform initiatives.
Reporting To	Senior Policy Officer, Policy, Advocacy & Research
Direct reports	N/A
Last Review	August 2026
Classification	SCHADS 4

Key Responsibilities & Duties

- Work closely with the Senior Policy Officer to support the development of evidence-based solutions and policy initiatives aligned with Homelessness NSW's strategic goals.
- Undertake research and analysis and provide advice to contribute to the policy process and to inform decision making.
- Provide a range of project management and support services, including preparation of discussion papers, briefs and submissions.
- Communicate with key stakeholders and coordinate working groups, stakeholder engagement and consultation.
- Undertake administrative duties such as report writing, record-keeping, and scheduling.
- Ensure workplace practices align with health, safety, and anti-discrimination standards.
- Perform additional duties as required by Homelessness NSW.

Experience

- Minimum 2+ years of experience in social policy, research, or a related field, with a preference for experience in housing and homelessness.

Qualifications & Certifications

- Tertiary qualifications in social policy and research, social work, community services, or a related field.
- Valid Driver's Licence.