

POSITION DESCRIPTION	
Position Title	Senior Policy Officer- fixed term
Company	Homelessness NSW
Position Summary	The Senior Policy Officer plays a crucial role in leading policy initiatives and advocacy efforts that support Homelessness NSW's strategic goals. The position requires a high level of expertise in social policy, particularly in housing and homelessness. It involves developing evidence-based solutions and providing expert policy advice across a range of reform initiatives, building collaborative relationships with a range of stakeholders, facilitating sector engagement and consultation, and managing key projects to drive systemic change.
Reporting To	Director, Policy, Advocacy & Research
Direct reports	Policy Officer - fixed term
Last Review	August 2026
Classification	SCHADS 6

Key Responsibilities & Duties

- Lead policy initiatives and advocacy efforts aligned with Homelessness NSW's strategic objectives.
- Conduct in-depth policy analysis on complex public policy issues to identify emerging issues, explore and evaluate policy approaches and develop evidence-based solutions.
- Provide expert policy advice to internal and external stakeholders, ensuring informed decision-making.
- Build and maintain collaborative relationships with government agencies, non-government organisations, and other key stakeholders.
- Lead stakeholder engagement, consultation and facilitation to inform and shape policy solutions.
- Coordinate sector engagement events including member workshops and policy/strategy forums.
- Contribute to research efforts and expand Homelessness NSW's knowledge base on homelessness policy.
- Effectively manage a direct report (Policy Officer).
- Work closely with the Director, Policy, Advocacy and Research, to ensure effective project management, budgeting, and planning.
- Stay updated on relevant legislation, standards, and policy developments affecting homelessness.
- 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 5+ years of experience in social policy, research, or a related field, with a preference for experience in housing and homelessness.
- Experience managing a direct report.

Qualifications & Certifications

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