



Position Description

Position title:	Policy & Practice Officer
Job status:	Contract – Part-time
SCHADS:	Level 5 + salary packaging + super
Hours:	24-32 hours per week

Position location:	Darlinghurst
Reports to:	Director, Policy & Practice
Date developed:	03/09/2026

Position outline:

The key purpose of the **Policy & Practice Officer** is to build trusted relationships with service providers, listen carefully to their experiences of service delivery, and help translate policy, evidence and program expectations into practical and ethically responsive approaches. Working collaboratively with providers, Fams staff and other stakeholders, the position will identify emerging practice issues, support reflective learning and contribute to sector-wide advocacy, resources and improvement initiatives in line with Fams' strategic plan.

Individual and joint responsibilities:

Each staff member will contribute to the work of Fams through performing their specific duties as outlined in this document and by contributing as appropriate to those activities and projects that require a team effort.

Core responsibilities:

- Build trusted and impartial relationships with early intervention and prevention service providers, uplifting equity and the right to First Nations self-determination
- Drive continuous quality improvement projects and programs across the sector
- Support the sector in the adoption of best practice principles, ethically responsive policies, and evidence-informed service delivery
- Provide regular opportunities to build and maintain relationships within the sector and with our key partners
- Facilitate forums, meetings, and workshops conducted by Fams that promote improved outcomes for children, young people, families and communities
- Contribute to the collection and dissemination of information and resources

- Contribute to Fams' advocacy by presenting sector experience accurately and constructively.
- Participate in training and professional development opportunities provided by Fams

Essential qualifications and experience:

1. Tertiary qualification in social work, social science, or other related discipline, or demonstrated relevant experience
2. Experience in the child, youth, family or community services sector, with a sound understanding of early intervention and prevention approaches
3. Well-developed analytical and conceptual thinking skills and a strong understanding of continuous quality improvement principles
4. Demonstrated understanding of evidence-based practice and its application to early intervention services
5. Demonstrated ability in analysing and synthesising complex information
6. Excellent written communication skills, including writing and presenting reports.
7. An understanding and commitment to First Nations self-determination and culturally safe practice.
8. Demonstrated ability to build and develop strong collaborative working relationships
9. Strong computer literacy across the Microsoft suite, databases and cloud-based collaboration tools.
10. Willing and able to undertake occasional intrastate travel with the possibility of some overnight stays.

Desirable Criteria:

1. Experience in supporting organisations through practice, policy, commissioning or program change.
2. Experience working in or with Aboriginal community-controlled organisation
3. Experience in developing and/or implementing advocacy efforts within the community services sector

Work principles and practices:

- Staff are expected to attend all relevant Fams meetings (in person if directed)
- Staff will contribute to implement Fams strategic direction as set by the Board of Governance and outlined in the strategic plan.

Our Values:

At Fams we will:

- Maintain a culture of integrity and transparency
- Lead with empathy
- Foster equity and inclusion