
SENIOR POLICY ANALYST

OCTOBER 2026

ory
gen

POSITION SUMMARY

Location:	Parkville		
Functional area:	Policy and Engagement		
Classification/ Salary:	Salary between \$115,000 - \$120,000 pro rata commensurate with skills and experience + 12% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Head of Policy		
Employment type:	Part time to Full time (0.8 – 1.0 FTE)		
Employment length:	Contracted for 12 months		
Direct reports	N/A	Indirect reports	N/A

POSITION PURPOSE STATEMENT

The Senior Policy Analyst is responsible for leading the research and development of policy advice on key issues relating to youth mental health and the need for early intervention. This includes maintaining a sound understanding of the policy landscape; identifying and evaluating available evidence; analysing qualitative and quantitative data; and working collaboratively with internal and external stakeholders, including young people, to develop evidence-informed policy advice. The Senior Policy Analyst will, with a high degree of autonomy, draft policy directions and documents, and, with appropriate support, lead projects through to completion.

About Policy & Engagement

Orygen's Policy & Engagement team delivers on a range of agreed strategic initiatives that assist with Orygen's advocacy, engagement and participation with key stakeholders including the mental health sector, youth sector, education and employment sectors and young people.

POSITION FOCUS

	Key responsibility area	Percentage
1	Drafting advice, briefs, reports and other policy outputs	35%
2	Identify and analyse policy context and evidence base	30%
3	Team support and wider duties	20%
4	Stakeholder engagement	15%

POSITION KEY RESPONSIBILITY AREAS

1. Drafting advice, briefs, reports and other policy outputs • Research, analyse and prepare clear, high-quality written materials, including reports, briefings and policy papers. • Support the development of policy-related content, including graphics, multimedia and other communication materials, to effectively communicate policy outputs. • Present policy projects and findings within the organisation, to government departments, stakeholders, other agencies and relevant groups. • Deliver work within agreed timeframes, proactively identifying and escalating emerging issues that may affect project delivery. 2. Identify and analyse policy context and evidence base • Identify and analyse policy issues, service and sector contexts, and relevant evidence. • Apply an adaptive and iterative approach to research and policy development. • Analyse qualitative and quantitative evidence to inform evidence-based policy advice. • Articulate the impacts and intended outcomes of proposed policy approaches and reforms. 3. Team support and wider duties • Contribute to the work of the Policy Centre, including co-facilitating Policy Labs and supporting Policy and Engagement team initiatives, organisational projects and events as required. • Contribute to a collaborative and high-performing team environment by sharing knowledge and supporting colleagues. • Comply with Orygen's policies and procedures, including taking appropriate action to uphold organisational standards and promote a workplace culture that is safe, diverse and inclusive. 4. Stakeholder engagement • Identify, build and maintain relationships with policy experts and key internal and external stakeholders. • Develop and implement project-specific approaches to meaningfully engage with young people and incorporate their perspectives into policy development.

EDUCATION / QUALIFICATIONS

Essential	• Tertiary qualification(s) in Political Sciences, Public Policy, Social Sciences, or a related discipline.
-----------	---

EXPERIENCE / SKILLS

Experience / skills	• Demonstrated understanding of how government policy is informed, developed and implemented. • Demonstrated ability to identify, interpret and analyse evidence and data relevant to policy issues. • Demonstrated experience engaging and collaborating with internal and external stakeholders, including subject matter experts. • Demonstrated ability to produce high-quality written materials in a range of formats, including reports, briefs, submissions and correspondence. • Knowledge of current policy directions, research and emerging issues in youth services, mental health and/or youth mental health (desirable).
Personal attributes	• Demonstrated ability to work independently with limited supervision, while contributing effectively as part of a team and taking accountability for delivering high-quality outcomes. • Responds constructively to feedback and demonstrates a commitment to continuous learning and improvement. • Well-developed organisational and time management skills, with the ability to manage competing priorities, identify and mitigate risks, and adapt work plans in response to changing priorities and emerging issues.

KEY RELATIONSHIPS

Internal	• Research • Youth Participation Team and Youth Advisory Council • Communications
External	• Project relevant issue experts and key stakeholders • Young people

SPECIAL REQUIREMENTS

• Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. • A current Victorian driver's licence. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.
--

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]