

Policy Officer

About the role

The Policy Officer engages with government at all levels, with particular focus on State and Local levels of government. You will work closely with policy-makers, stakeholders and industry to advance the priorities and objectives of small and independent news organisations. You will represent LINA members in consultation and policy design processes, building relationships with elected representatives to influence positive change.

Key responsibilities

The Policy Officer will work to collect, collate and communicate LINA's story and our members' work, helping craft positions and actions informed by relevant research. Responsibilities include:

1. Policy and Government Relations

Support the development and implementation of policy initiatives that reflect the needs of small and independent news publishers:

- 1.1 Maintain a watching brief on relevant policy developments at the State government level
- 1.2 Research and prepare policy submissions on media, journalism and community-building issues
- 1.3 Build and maintain relationships with relevant State and Local Government departments and elected representatives
- 1.4 Represent LINA in policy consultations, forums and strategic discussions as required
- 1.5 Liaise with other media policy organisations to identify and progress shared objectives
- 1.6 Identify new opportunities to advance LINA's policy priorities
- 1.7 Source and report on research relevant to independent news publishers

2. Publisher Engagement

Ensure policy development is informed by and responsive to member needs:

- 2.1 Liaise with members on relevant policy matters
- 2.2 Provide opportunities for members to contribute to policy submissions and advocacy
- 2.3 Maintain an understanding of the challenges and priorities of small newsrooms

3. Communications and Representation

Contribute to the organisation's communications and representation activities:

- 3.1 Prepare content for newsletters, member updates, reports and other communication channels
- 3.2 Draft reports, op-eds and media commentary on relevant policy issues
- 3.3 Promote the work of LINA and its members at conferences, meetings and events (including travel as required)
- 3.4 Support stakeholders to better understand the role of independent news in Australian communities

3.5 Represent LINA and CBAA positively in all communications

The Policy & Research Officer will support the implementation of LINA's strategic goals and adapt to respond to the emerging communications needs of this young organisation over time.

Key Performance Indicators (2025-26)

Number	Activity	Target/s
1.	Progress LINA's policy priorities at all levels of government	LINA is engaged in relevant policy forums. Demonstrable outcomes on policy changes requested by publishers.
2.	LINA is representing its members in policy arenas	Timely and accurate submissions made to all relevant consultation processes
3.	Policy priorities are reflective of LINA members needs	Positive member feedback received through annual survey. Members are consulted on policy positions and advisory groups are well managed.
4.	LINA's leadership actions are amplified	There is a growing awareness of LINA's policy positions among stakeholders and policy-makers.
5.	LINA's policy team is well supported with contextual research	Policy positions are evidence-based and informed by available data and industry knowledge sources.

Delegation

The Policy Officer must adhere to LINA's operational and project budgets, including any grant budgets relevant to your work.

You must obtain approval from the Executive Director or Head of Policy & Communications before incurring any expenses required to conduct your duties.

Review Process

Performance management reviews will be held annually. This process will provide opportunity to review this position description and amend as required, discuss support measures required and receive feedback on the performance of your duties.