

Position Description

Position Title:	Policy Officer
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Level 5 or 6 depending on experience
Responsible to:	Full time (Contract period negotiable based on funding)
Delegations:	TasCOSS Policy Manager

Summary of Position:

The Policy Officer is required to work with a high degree of autonomy in setting priorities, with minimal supervision and exercising initiative and professional judgement.

- Analysis, research and development of policy for TasCOSS across a broad range of social policy areas.
- Plan and deliver stakeholder consultations, including members of the community and community sector organisations.
- Project management.
- Convene and Represent TasCOSS in policy forums.
- Assistance with the development and implementation of TasCOSS advocacy and campaigning strategies.

Special Conditions:

- Some intra/inter-state travel and occasional out of hours work may be required.
- Willing to engage in continuous quality improvement.

Key Responsibilities/Tasks:

1. Maintain awareness of current research developments in social policy and ensure wherever possible that information on such developments is shared with other TasCOSS staff.

2. Prepare policy papers and reports on social justice issues relevant to the community services sector and Tasmanians living on low incomes or experiencing disadvantage.
 3. Undertake consultations with members of the community and the community services sector in order to identify issues, gaps in services, emerging needs and policy responses.
 4. Plan, deliver and evaluate projects.
 5. Provide policy briefings and media speaking notes to the TasCOSS CEO and other staff, as required and often at short notice.
 6. Contribute to the preparation of TasCOSS publications and other resource materials for the purpose of informing the community services sector, government and other sectors about social policy issues and TasCOSS' work.
 7. Work in collaboration with the CEO and other TasCOSS staff on strategic directions for TasCOSS, as appropriate.
 8. Participate in public forums, conferences and sector meetings relevant to the work being undertaken.
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Selection Criteria

Essential

1. Tertiary qualification relevant to the position.
2. A well-developed understanding and ability to apply policy analysis to current social, economic and political issues impacting on Tasmanians on low incomes and experiencing disadvantage.
3. Experience in planning and delivering on projects, consultations and research.
4. A strong understanding of Tasmanian political structures and the community sector.
5. Excellent oral and written communication skills.
6. The capacity to work both autonomously and cooperatively within a teamwork environment.

Desirable

1. Well-developed IT skills
2. A current Tasmanian driver's licence.

Authorised by:

Kym Goodes
Chief Executive Officer
Date: