

## POLICY OFFICER

### Position Description — April 2024

<i>Position Title:</i>	Policy Officer
<i>Location:</i>	Hobart, Tasmania (with flexible working arrangements available)
<i>Award:</i>	Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010
<i>Classification:</i>	Level 6.1 plus TasCOSS Staff Wages Policy (\$111,775 pro rata, per annum)
<i>Conditions:</i>	Fixed-term contract until February 2026 — 0.9 FTE (68.4 hours per fortnight)
<i>Responsible to:</i>	Director Policy & Advocacy
<i>Responsible for:</i>	Undertaking research, conducting analysis and developing policy approaches and solutions for TasCOSS across a broad range of social policy areas

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#### Summary of Position:

The Tasmanian Council of Social Service (TasCOSS) is the peak body for the community services industry in Tasmania. We advocate to challenge and change the systems, behaviours and attitudes that create poverty, inequality and exclusion, to ensure all Tasmanians have the same opportunity to live a good life.

The Policy Officer plays a key role in developing policy approaches and solutions for TasCOSS across a broad range of social policy areas. The successful candidate will be required to plan and deliver stakeholder consultations, undertake policy research and analysis, represent TasCOSS in industry meetings and forums, and assist with the development and implementation of advocacy and campaign strategies.

The role will work under the guidance of the Director Policy & Advocacy and will be required to exercise a high degree of autonomy, initiative and professional judgement in setting priorities. Some intra/inter-state travel and occasional out-of-hours work may also be required.

#### Key Responsibilities/Tasks:

1. Undertake research and analysis on the issues impacting on community services organisations in Tasmania and social justice issues relevant to Tasmanians living on low incomes or experiencing disadvantage.
2. Plan and undertake stakeholder consultations, including with TasCOSS Members, community service organisations, government, industry and community members, in order to identify issues, gaps in services, emerging needs and policy responses.
3. Develop sound, evidence-based, policy approaches, solutions and recommendations for the preparation of submissions, policy briefs, speech notes, TasCOSS publications and other resource materials for the purpose of informing the community services industry, government and the community.
4. Provide briefings to the TasCOSS CEO, Director Policy & Advocacy and other staff, as required and often at short notice.
5. Participate in public forums, conferences and industry meetings on behalf of TasCOSS.
6. Undertake other duties relevant to the role, as directed.

**Selection Criteria:**

***Essential***

1. A strong understanding of the community services industry in Tasmania together with the social, economic and political environment that impacts on Tasmanians on low incomes.
2. A demonstrated commitment to the principles of social justice, with an ability to apply these principles to policy development.
3. Experience in undertaking research and analysis, planning consultation processes, developing policy solutions and delivering project outcomes.
4. High level oral and written communication skills, including report writing, verbal briefings and engaging with diverse stakeholders.
5. Demonstrated ability to work autonomously and cooperatively within a team in a fast-paced, rapidly-changing environment, while meeting deadlines and contributing to a positive workplace culture.
6. A post-graduate or tertiary qualification in a relevant discipline or equivalent relevant experience and knowledge.

***Desirable***

1. A current full Tasmanian driver's licence.
2. High level skills in the Microsoft Office suite (i.e. Outlook, SharePoint, Teams, Word, Excel, PowerPoint).

**Authorised by:**

Adrienne Picone, Chief Executive Officer, TasCOSS

18 April 2024