

Role Description

Policy Officer

ROLE TITLE:	POLICY OFFICER
SALARY GRADE:	10/11: \$95,059 - \$115,020 per annum
POSITION NUMBER:	
DIVISION:	NSW CAPO
BUSINERSS UNIT:	Closing the Gap Secretariat
LOCATION:	
REPORTS TO:	NSW AECG Inc. & Coordinator, Closing the Gap
DIRECT REPORTS:	NIL
DATE OF APPROVAL:	
ROLE DESCRIPTION NO.:	

Organisational Environment

The NSW Coalition of Aboriginal Peak Organisations (**NSW CAPO**) is a coalition of peak Aboriginal community-controlled organisations in NSW. NSW CAPO provides a strong, coordinated, and united voice to address Aboriginal rights, which include, but are not limited to, health, education, housing, employment, legal equality, culture and heritage, child and family supports, disability, social justice, LGBTQI+, economic development and promoting respect for human rights. NSW CAPO has signed the National Agreement on Closing the Gap and is working in partnership with the NSW Government to develop a NSW Jurisdictional Plan.

The NSW CAPO provides a forum for member organisations to discuss, share, and exchange information.

The secretariat support for NSW CAPO is provided through one of the elected Co-Chairs organisations. The NSW Aboriginal Land Council currently provides the NSW CAPO Secretariat.

Primary Purpose of the Role

The Policy Officer provides advice and supports to NSW CAPO relating to Closing the Gap policy and research matters. The primary responsibilities of this position is to provide detailed and informed policy advice to the President and the Coordinator, CAPO Closing the Gap on a range of complex policy issues including policy analysis and advice in the development of the NSW Jurisdictional Plan, developing CAPO Closing the Gap policy positions, promoting CAPO's Closing the Gap policy positions to key stakeholders, preparing quality reports, submissions, briefing papers and correspondence

Key Accountabilities

Key Outcomes / Accountabilities for the Policy Officer are summarised as follows:

- Developing timely advice, detailed briefings, resource materials, reports, correspondence and submissions on a range of complex Closing the Gap policy issues.
- Undertaking research and policy development processes to influence CAPO's Closing the Gap policy agenda.
- Communicating with other CAPO organisations regarding key Closing the Gap policy issues.
- Coordinating with Policy Officers based in CAPO organisations to ensure consistency in approaches to policy advice, while also supporting the specific policy needs of CAPO organisations relating to Closing the Gap;
- Developing and maintaining appropriate planning strategies for the effective oversight of policy development and review processes.

- Representing the CAPO Closing the Gap Secretariat in meetings with a range of internal and external stakeholders.
- Maintaining a comprehensive understanding of issues affecting Aboriginal peoples in NSW.

Key Challenges

Major challenges currently faced by the position holder include, but are not limited to:

- Working in a complex policy environment.
- Managing a diverse range of tasks at any given time and responding to emerging policy issues.
- Providing timely and effective responses to government reform initiatives despite having limited access to information from within government circles.
- Maintaining effective dialogue to ensure that CAPO organisations are fully aware of emerging Closing the Gap policy issues affecting Aboriginal peoples in NSW.

Key Relationships	
Internal	
Who	Why
Coordinator, Closing the Gap	<ul style="list-style-type: none"> • Consult directly, collaborate and maintain open relationships providing accurate information, advise and timely responses to issues • Communicate and report on performance
President NSW AECG Inc.	<ul style="list-style-type: none"> • Consult directly, collaborate and maintain open relationships providing accurate information, advise and timely responses to issues • Communicate and report on performance
CTG Team	<ul style="list-style-type: none"> • Collaboratively work together to provide accurate information, professional advice and timely responses to issues
Other policy officers in other CAPO organisations	<ul style="list-style-type: none"> • Collaborate to support consistency in approaches to policy advice
Representatives of government, non-government organisations.	<ul style="list-style-type: none"> • Consult, support, exchange information • Establish and maintain constructive relationships • Influence regarding closing the gap matters
Aboriginal community members	<ul style="list-style-type: none"> • Engage and support to understand needs and work together to deliver on outcomes.

Key Role Dimensions

Decision making

The position holder will operate with a degree of business flexibility but will consult regularly with CAPO organisations and key government agencies on emerging Closing the Gap issues.

Budget:

- Nil

Staffing:

- Nil

Success Profile - Technical Competencies, Knowledge and Behaviours

Success in the role will be achieved by demonstrating the following technical skills, knowledge and behaviours:

Essential:

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Knowledge and understanding of the Aboriginal community-controlled sector
- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
- Demonstrated experience in policy analysis, policy development and project management.
- Demonstrated interpersonal and negotiation skills.
- Demonstrated political awareness and astuteness.
- Demonstrated research, analytical and information management skills including the ability to use these to formulate, interpret, analyse, implement and evaluate policy and program initiatives.
- Well-developed oral and written communication skills including a demonstrated ability to communicate effectively across NSWALC business units and the land rights network.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.

Desirable:

- Tertiary qualifications and/or knowledge in the areas of social and or public policy.