

# NSW AECG Inc CAPO Policy Officer



NSW Aboriginal Education Consultative Group Inc  
Sydney  
CBD, Inner West & Eastern Suburbs  
Community Services & Development  
Indigenous & Multicultural Services  
\$95,059 - \$115,020 - 12 Months Contract  
Contract/Temp

Applications from Aboriginal people are strongly encouraged.

## ***NSW Aboriginal Education Consultative Group (AECG) Inc CAPO Policy Officer***

### **Organisational Environment**

The NSW AECG Inc. is a not-for-profit Aboriginal organisation that provides advice on all matters relevant to education and training within NSW with the mandate that this advice represents the local Aboriginal community viewpoint.

The NSW AECG Inc. advocates cultural affirmation, integrity and the pursuit of equality to ensure that the unique and diverse identity of Aboriginal students is recognised and valued.

The NSW Coalition of Aboriginal Peak Organisations (**NSW CAPO**) is a coalition of peak Aboriginal community-controlled organisations in NSW. 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.

Please go to <https://coalitionofpeaks.org.au/> and <https://www.aecg.nsw.edu.au/> for further information on both organisations.

### **Primary Purpose of the Role**

The NSW AECG Inc. CAPO Policy Officer provides advice and support to the NSW NSW CAPO relating to Closing the Gap policy and research matters. The primary responsibility of this position is to provide detailed and informed policy advice to the NSW AECG 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.

### **Essential**

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.

- Knowledge and understanding of the NSW AECG Inc. and the Aboriginal community-controlled sector.
- Demonstrated experience in policy analysis, policy development and project management.
- Demonstrated excellent interpersonal and negotiation skills with the ability to work independently and as directed.
- Demonstrated political awareness and astuteness relating to Aboriginal communities in NSW.
- 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 the ability to communicate effectively across a range of government, non-government, and community-controlled organisations.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.
- An unrestricted NSW Driver's License
- Willingness and ability to travel throughout Regional NSW and Interstate locations for work purposes.

**Desirable:**

- Tertiary qualifications and/or knowledge in the areas of social and or public policy.
- Paid Working with Children Check and National Criminal History Check or the willingness to obtain these.
- Double COVID vaccination.

To apply, please send a 2 page (max) cover letter and 5 page Resume to Catherine Trindall at [catherine.trindall@aecg.nsw.edu.au](mailto:catherine.trindall@aecg.nsw.edu.au)

**Applications close COB Wednesday 13<sup>th</sup> October 2021. No late applications will be accepted.**