

National Policy and Research Officer

POSITION SUMMARY

Anglicare Australia seeks to promote a just and caring society. The Anglicare Australia national office supports and coordinates the joint social policy, research and advocacy activities of the diverse Anglicare Australia network.

The Policy and Research Officer will provide support to the Anglicare Australia team in its policy, research and advocacy activities, with a focus on Federal Government legislation, policies and programs that affect vulnerable people and communities, and impact on the work of the Anglicare Australia member agencies.

The Policy and Research Officer will also provide support to Anglicare Australia's internal special interest networks that collaborate together to improve service practice, identify policy reform goals and advocacy opportunities.

This position reports to the National Policy and Research Director.

DUTY STATEMENT

The Policy and Research Officer will:

- Contribute to Anglicare Australia's policy analysis and development, such as the preparation of written submissions to government inquiries, policy statements, briefing papers, reports and articles that targeted to influence decision making, inform stakeholders, and raise community awareness.
- Liaise with external bodies such as government representatives, academic institutions and other organisations in the community sector on behalf of Anglicare Australia to complete other tasks and represent our views as required.
- Undertake research and other projects to highlight experience of vulnerable and disadvantaged people and inform evidence, policy positions, advocacy campaigns and news articles
- Monitor and provide analysis of developments in policy areas that affect disadvantaged people, and Anglicare Australia members' services, to inform development of appropriate strategies, projects and advocacy aims.
- Gather and facilitate information sharing within the Anglicare network on issues and activities (external and internal) pertinent to member's needs and interests.
- Assist Anglicare Australia's special interest networks to develop objectives and action agendas, prepare briefings and submissions, and provide other support as directed.
- Contribute as directed to Anglicare Australia publications. Support and contribute to other team projects and activities as required.

SELECTION CRITERIA

Essential

- Demonstrated research and policy development skills, knowledge and experience.
- Good communication skills, especially the ability to write clearly and succinctly for a variety of purposes (including briefings, reports, communiqués, media releases and online communication).
- Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders.
- Effective organisational and time management skills, including the ability to work with minimal supervision as part of a small team.
- Dedication to helping progress Anglicare Australia's social advocacy agenda.
- An appreciation of and the ability to work with the values of Anglicare Australia and its member agencies.

Desirable

- Qualifications in a relevant field of tertiary education, such as social sciences, public policy, economics.
- Knowledge of social and economic policy in relation to the provision of community services and aged care in Australia.
- Experience working in or with the community sector.

CONDITIONS OF EMPLOYMENT

- The position is offered full-time. Ongoing employment is subject to a satisfactory 6-month probationary period.
- It is expected that this will be an entry level or early career position. Salary in the range of \$57,000 – \$72,000 per annum, dependent upon qualifications and experience, will be negotiated with the successful applicant. Salary packaging is available, and superannuation is provided at 9.5% pa.
- Occasional interstate travel will be required.