

**Senior Policy Officer**

**Job Information**

<b>Position Purpose:</b>	Leads research, policy development and advocacy to support key project outcomes
<b>Reports to:</b>	Manager, Essential Services
<b>Strategic Outcome Area:</b>	Policy
<b>Team/Unit/Location:</b>	Brisbane Office
<b>Qualifications:</b>	A degree from a recognised tertiary institution is desirable
<b>Term of Employment:</b>	Permanent full time
<b>Salary/Classification:</b>	QCOSS/QSU Certified Agreement 6 \$86,123 – 88,716 (pro-rata) + 10.5% super. Salary packaging applies
<b>Hours of work:</b>	38 hours per week. Flexible working hours and time off in lieu apply. Applicants whom wish to work part time at 30 hours p/week will be considered.
<b>Applications Close:</b>	Close of Business 12 June 2017
<b>Contact for Enquiries:</b>	Carly Hyde Tel: 07 3004 6909 or Email: <a href="mailto:jobs@qcross.org.au">jobs@qcross.org.au</a>

**Key responsibilities and outcomes**

- Lead research and policy analysis in context of the broader QCOSS policy agenda. The role will require policy expertise in one or more of the following areas: Aboriginal and Torres Strait Islander policy; multicultural policy; financial inclusion; energy; early childhood education and care; and community services.
- Engage with QCOSS members and other stakeholders to generate policy options and provide a strong evidence base for influencing policy outcomes.
- Research and prepare written information, including responses, briefing papers, fact sheets, discussion papers, submissions and reports relating to policy issues.
- Proactively establish and maintain positive working relationships with relevant government and non-government stakeholders, and contribute to building and maintaining QCOSS's reputation amongst stakeholders as a voice of authority and expertise in social policy in Queensland.
- Represent QCOSS on external committees, working parties and other bodies in relation to a range of social policy issues.
- Engage appropriately with local Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse leaders, agencies, people and communities to support engagement in policy.
- Support the objectives of the Practice, Research and Policy team by contributing to priority pieces of work and support colleagues in QCOSS activities as required.

**Selection criteria**

- Specialist knowledge and experience in one or more of the following priority policy areas: Aboriginal and Torres Strait Islander policy; multicultural policy; financial inclusion; energy; early childhood education and care; and community services.
- Experience in managing a policy and advocacy project within agreed milestones and outcomes, including undertaking research, developing policy papers and submissions, and communicating with influence to achieve policy outcomes.
- Experience in building relationships and actively engaging a variety of stakeholders in the generation and evidencing of social policy recommendations.
- Demonstrated high level oral and written communication skills including the capacity to interpret and confidently present complex ideas concisely to diverse audiences and compile reporting documentation.
- Sound understanding and commitment to QCOSS values and principles of social justice and their application in the development of social and economic policies and programs.
- This position involves some travel within and outside of Queensland.

Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse communities are encouraged to apply.

*Last updated: Updated: May 2017*