

Families Australia Inc.

Position Description | Policy Officer

ABOUT FAMILIES AUSTRALIA

Families Australia is an independent national, peak, not-for-profit member-based organisation that advises the Commonwealth Government on family policy issues, especially on ways to increase the engagement of families who experience vulnerability.

Our vision is that Australian families, in all their diversity, enjoy the greatest possible wellbeing. To achieve this, we foster a national public policy environment in which family-related issues prosper.

We aim to inform and influence family policy at the highest government levels, work closely with members in developing policy, strongly advocate for the diversity and value of families, and support Aboriginal and Torres Strait Islander peoples and organisations.

Families Australia plays a key leadership role in advocating for, and helping to design and support, *Safe and Supported the National Framework for Protecting Australia's Children 2021-2031*. To support the National Framework, Families Australia established and convenes the National Coalition for Protecting Australia's Children, a 250-member grouping of leading Australian NGOs and researchers.

We also manage National Families Week – Australia's annual community-level celebration of the vital role that families play in our society – and actively contribute to a number of national campaigns and strategies to improve the wellbeing of Australian families, especially those experiencing vulnerability and marginalisation.

More information about Families Australia's work is available at www.familiesaustralia.org.au

Families Australia is committed to the provision of an inclusive and diverse workplace. People of all abilities, cultural and faith backgrounds, and with varied life experiences are encouraged to consider joining our team. Aboriginal and Torres Strait Islander people are strongly encouraged to apply for the role.

PRIMARY PURPOSE OF THE ROLE

Under the overall direction of the CEO, the Policy Officer leads and coordinates the development and implementation of a range of policy initiatives relevant to families, children and young people and the strategic priorities of the organisation.

In this role you will provide research and analysis support, draft advice, lead the development of policy papers and submissions and manage projects. The role also contributes to the development of member/stakeholder bulletins, social media posts and includes some event management activities.

ACCOUNTABILITY

All aspects of the role, and the work of Families Australia more broadly, are undertaken with a high level of collegiality and cooperation across the entire staff team. The Policy Officer is accountable to the Chief Executive Officer.

RESPONSIBILITIES

The Policy Officer will:

- build and maintain relationships with members and key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy development;
- research and analyse complex policy issues, identify emerging issues, develop evidence-based options and recommend actions to assist the achievement of intended outcomes;
- provide policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies and support Families Australia initiatives;
- assist in the preparation and delivery of policy forums, meetings and provide support to the National Coalition on Child Safety and Wellbeing; and
- prepare correspondence, written reports, publications as required.

SELECTION CRITERIA

Skills and experience for the role include:

- research, critical thinking skills and an ability to analyse information from a range of sources (including data);
- excellent written and oral communication skills, with an eye for detail;
- great networking and relationship building skills;
- a capacity to work effectively and harmoniously in small teams;
- capacity to work in a culturally appropriate manner with diverse stakeholders, especially in relation to Aboriginal and Torres Strait Islander families and communities; and
- relevant tertiary or other qualification/s and experience, e.g. in social sciences, human services and public policy.

CONDITIONS OF EMPLOYMENT

Terms of employment for the position will be provided in a contract to be entered into between the Chief Executive Officer and the Policy Officer. Key conditions include:

- the position is offered to 30 June 2023 on a part-time basis, with the possibility of extension;
- 22.5 hours per week (0.6 FTE) - additional hours may be able to be negotiated;
- annualised full time salary range \$88,000 - \$103,000 approx. (equivalent to APS6/EL1) plus:
 - eleven per cent employer superannuation contribution; and
 - six weeks annual leave (equivalent to).

LOCATION

Families Australia has a strong commitment to flexible work.

We expect the 0.6 FTE role will work over four days per week, primarily based in Canberra. However, an alternative spread of hours and/or a non-Canberra work location could be considered for the right applicant.

ELIGIBILITY

To be eligible for this position you must:

- hold or successfully obtain an ACT Working With Vulnerable People registration (or jurisdictional equivalent).