

NCOSS POSITION DESCRIPTION

POLICY AND RESEARCH OFFICER

JOB TITLE:	Policy and Research Officer	STATUS:	Permanent Full time (part time will be considered)
REPORTS TO:	Deputy CEO	UNIT:	Policy and Advocacy Team
		SCHADS CLASSIFICATION:	EBA Grade 6
		SALARY:	\$77,209pa
POSITIONS REPORTING TO POLICY AND RESEARCH OFFICER	<ul style="list-style-type: none"> • None 		
POSITIONS REPORTING TO DEPUTY CEO	<ul style="list-style-type: none"> • Policy Lead • Senior Policy and Advocacy Officer • Policy and Research Officer • Administration Assistant 		

ORGANISATIONAL CONTEXT:

The NSW Council of Social Service (NCOSS) is a peak body for the not-for-profit community sector in New South Wales. NCOSS provides independent and informed policy advice, and plays a key coordination and leadership role for the sector. We work on behalf of disadvantaged people and communities towards achieving social justice in NSW.

This year the Board of NCOSS adopted new strategic directions aimed at ensuring NCOSS is:

- Strong and Connected
- An Influential Voice
- A Platform for Possibility

Policy and advocacy work is central to NCOSS's role and is a critical mechanism the organization uses to influence decision making, public debate and outcomes in the interests of disadvantaged and vulnerable people in NSW.

KEY PURPOSE:

The position develops policy positions, engages with stakeholders and undertakes projects and research on priority issues to generate support and effect public policy change in the interests of vulnerable and disadvantaged people in NSW.

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KEY ACCOUNTABILITIES:

- Monitor and analyse developments in identified priority areas affecting disadvantaged and vulnerable people to inform development of appropriate strategies, projects and action.
- Keep NCOSS members informed on priority issues and key developments through ebulletins, articles, publications and seminars.
- Engage effectively with relevant stakeholders – including (but not limited to) member organisations, peak bodies, advocacy alliances, NCOSS policy advisory groups and government representatives.
- Undertake research and other projects to highlight impacts for vulnerable and disadvantaged people and inform evidence, policy positions, advocacy campaigns and news articles.
- Develop policy statements, submissions, briefing papers, reports and articles that are concise, well written and appropriately targeted to influence decision making, inform stakeholders and raise community awareness.
- Participate on committees, working parties and other fora that provide an opportunity to influence outcomes for vulnerable and disadvantaged people in key policy areas.
- Contribute to the evaluation of policy, project and advocacy work to improve NCOSS knowledge base and ensure continuous improvement.
- Participate in team meetings, the development of strategic and operational plans and other internal processes as required.
- Demonstrate commitment to NCOSS values, code of conduct and legislative requirements.
- Other duties as required.

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SELECTION CRITERIA:

Essential

- Demonstrated research, analytical and strategic thinking skills.
- Capacity to manage projects and competing demands.
- Excellent oral and written communication skills, including the ability to use a variety of media and communications approaches to progress an agenda.
- Excellent interpersonal and relationship management skills, including the capacity to consult, influence and liaise with internal and external stakeholders.
- Demonstrated commitment to social justice.

Desirable

- Involvement with the Not-for-Profit sector.
- Understanding of NSW political and policy processes.

Signed: _____ (Employee) Date: __/__/__

Signed: _____ (Employer) Date: __/__/__