

## JOB PROFILE

# Senior Policy Officer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

**Reports to:** Policy Manager

**Team:** Policy

**Team Function:** The Policy Team is responsible for the development and delivery of policy, projects and research to support the Assembly's functions across a range of issues. The policy team also provides support for the CEO, Co-Chairs and Assembly Members with respect to strategy, planning, policy, organisational development, team management and decision making.

**Classification:** Level 5

**Salary Range:** \$ 105,479.00-\$ 127,621.00

**Employment Type:** Full-Time; Ongoing



## OPERATIONAL RESPONSIBILITIES

### Description

### Key Performance Indicators

- Develop policy advice to support the advancement of strategic policies and projects.
  - Develop and lead key strategic projects delivered within agreed timeframes.
  - Provide support to the Assembly's community engagement processes by developing and contributing to community engagement materials (facts sheets, discussion papers, slide packs), collating responses from community and developing reports.
  - Provide meeting support where required, this may include coordination of and attending meetings of the Assembly and preparing meeting papers.
  - Provide written and verbal advice to the CEO, Co-Chairs and the Management team of the Assembly.
  - Provide general policy support to the Assembly team across all of its work.
  - Under the direction of the Policy Manager prepare project briefs, reports, service plans, policy options and recommendations on complex issues which are clear, exhaustive and provide strong support for a preferred position or action.
  - Contribute to the Policy & Negotiations team charter, through skilled policy development, research & review, formulation and implementation based on organisational knowledge and understanding of current Assembly issues.
  - Effectively manage key projects through the following:
    - Liaising with and mentoring project team members.
    - Proactively addressing issues.
    - Tracking key deadlines and dates.
    - Negotiating key outcomes and outputs with stakeholders to ensure project objectives are achieved.
1. Policy advice and projects are developed and delivered to a high standard, within timeframes, budget and progress the objectives of the Assembly.
  2. Contribution to briefs, reports, policy and projects contributes to the overall work of the policy team and the Assembly's objectives.

## POSITION REQUIREMENTS

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### Skills, Competencies & Knowledge

- Quality research and analytic skills with the ability to work with a range of stakeholders and recommend approaches to high-level policy issues.
- Well-developed verbal and written communication skills, including the ability to adapt writing styles to a range of audiences.
- Competent in drafting policy briefs, guidance documents, submissions & research reports.
- Comprehensive knowledge of Victorian Aboriginal Communities and organisations.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.

### Experience & Qualifications

- Demonstrated knowledge of Aboriginal Communities and organisations within Victoria.
- Experienced in working with multiple stakeholders and indigenous community representatives to achieve strategic objectives.

### Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to company policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholder.

### Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.

*# A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.*

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