



Job Description

Position Title:	Research/Policy Officer
Department:	Policy
Reports To:	Director of Policy
Location:	Sydney
Reporting to this Position:	0
Budget Management:	\$0
Employment Checks:	Police Check
Salary:	Dependent on skills and experience
Position Type:	Full-time 3-6 month Contract

Congress was incorporated in April 2010 to be a national advocacy body for Aboriginal and Torres Strait Islander peoples. It is a member-driven, democratic organisation. The successful applicant will research policy issues, undertake consultation with Congress members and other stakeholders and develop policy papers for a range of audiences. Applications must include:

- A statement of claim addressing the selection criteria
- A current resume
- Contact details of three recent referees.

Aboriginal and Torres Strait Island People are encouraged to apply.

Should you require further information, please contact: Hope on 0457 724 212 or Hope@k2.net.au

Primary Objectives of position:

This position will play a key role in Congress's policy platform as part of a team reporting to the Director of Policy. The focus will be drafting material such as policy position papers, background briefing material and resources for Members; undertaking research to ensure positions are based on the latest information and evidence; consulting Congress members and stakeholders and providing advice to the Director of Policy.

Duties:

Duties for this position include:

- The development and drafting of high quality policy position papers and background briefs
- Developing educative material for Congress members

- Providing advice and developing high quality research for a range of audiences
- Liaising with and providing appropriate support to the Director of Policy, staff members and consultants in relation to developing policy position papers
- Liaising with relevant Aboriginal and Torres Strait Islander organisations and individual members, and delegates
- Performing other responsibilities as required to assist with the delivery of the policy platform.
- Developing policy in areas of complexity and considering a diversity of viewpoints among members and delegates
- Drafting clear, concise documents within tight timeframes

Selection Criteria:

- Sound analytical and conceptual skills – relevant to development of policies, and providing strategic policy advice and practical outcomes
- Excellent written communication skills, including proven ability to write clear and concise documents, including submissions, briefing documents, reports and policy papers
- Strong research skills, with proven ability to identify and develop appropriate research projects and to complete them within agreed timeframes,
- An understanding of or capacity to identify issues affecting Aboriginal and Torres Strait Islander peoples.
- Well-developed organisational skills with the ability to work independently and cooperatively with colleagues.
- Highly developed personal skills and ability to work effectively in teams.
- Strong verbal communication skills.

The appointee will be required to:

- Comply with the National Congress of Australia's First Peoples Code of Conduct
- Observe all Legal and safety obligations
- Comply with HR and OH&S Policies and Procedures
- Comply with all National Congress of Australia's First Peoples Policies and Procedures

Competencies and experience required:

A minimum of 3-5 years experience in a Policy role.

Qualifications required: Relevant Tertiary Qualifications

Essential: Demonstrated experience in researching and producing policy papers in an NGO, community controlled organisation or government department.

Core Attributes:

High standard of personal conduct

The commitment to assist the organisation achieve its goals

A motivated and well organised self- starter