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| **POSITION DESCRIPTION** | | |
| **POSITION TITLE:** Policy Officer, COBA | **REPORTING TO:** Director, Policy | |
| **EMPLOYMENT TYPE:** Permanent full-time | **LOCATION:** Canberra | |
| **KEY RELATIONSHIPS** | | |
| COBA team & COBA board  Executives, staff and boards of mutual banks, credit unions & building societies  Financial sector regulators: Treasury, APRA, ASIC, RBA, ACCC, AUSTRAC | | |
| **PURPOSE OF THE POSITION:** | | |
| Support COBA’s policy, media and advocacy work by providing input to submissions, media statements and briefing material to assist COBA in its efforts to secure a legislative and regulatory operating environment conducive to the interests of customer-owned banking institutions. | | |
| **KEY ACCOUNTABILITIES:** | **PERFORMANCE MEASURES:** | |
| **Research -** Undertake ad hoc research tasks to support the development of our policy submissions. Respond to information requests to support COBA’s policy, media and advocacy work.  **Co-ordinate Working Groups** – Co-ordinate and manage COBA’s standing and ad hoc working groups on regulatory policy and sector initiatives.  **Monitor sector trends** - Analyse data, such as APRA statistics, to monitor sector trends, policy issues and performance.  **Update and manage data** - Update financial and performance data on COBA members from various sources. Manage COBA’s Performance Framework.  **Develop Policy Expertise** - Build expertise in a wide range of policy areas such as consumer credit, financial services and banking regulation.  **Relationships** – Develop and maintain relationships with internal and external stakeholders. Capacity to represent the industry in political, regulatory and public forums.  **Initiative** - Capacity to work with minimum supervision and to meet tight deadlines. | Meeting specific goals as agreed with Director, Policy.  Contribution to objectives of COBA, as outlined in the corporate and business unit plans.  COBA member satisfaction with the services provided by COBA. | |
| **INDICATIVE HOURS:** | | |
| Standard working hours are 9am to 5pm over a 35-hour week. There may be an occasional need to work reasonable additional hours to meet operational requirements. | | |
| **WORK ENVIRONMENT:** | | |
| The majority of time for this role will be spent in an office environment, with occasional interstate travel. | | |
| **ORGANISATIONAL STRUCTURE:** | | |
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| **TECHNICAL COMPETENCIES:** | |
| Data analysis & research skills (e.g. Excel).  Organisational skills (e.g. scheduling and managing meetings, teleconferences and webinars).  Relationship building and networking skills.  Good written and oral communication skills.  Ability to exercise attention to detail under pressure to meet deadlines.  Understanding of government decision-making processes, political processes, and legislative and regulatory processes. | |
| **QUALIFICATIONS AND EXPERIENCE:** | |
| University degree in economics, commerce, finance, politics, policy, public affairs or law.  Experience of:   * working in policy development or advising role in a Federal or State bureaucracy or ministerial/parliamentary office * producing high quality written material for different audiences * analysing complex proposals for explanation to others orally and in writing in short timeframes, and/or * working in a small team with minimum supervision. | |