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| **Job Description Form** | **Policy Officer**  |
| Work Group: | Health, Corporate and Business Development |
| Work Unit: | Policy, Advocacy and Strategy |
| Reports To: | Policy and Strategy Manager |
| Direct Reports: | Nil  |
| Award / Agreement: | *Aboriginal Community Controlled Health Services Award 2010* (Cth)  |
| Classification: | Administrative – Grade 5 |
| Approved by CEO | 25 March 2020 (Des Martin)  |

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| **VISION STATEMENT** |

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

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| **MISSION STATEMENT** |

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services’ model of care, empowering Aboriginal people to achieve health equality in their communities.

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| **ORGANISATIONAL VALUES** |

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

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| **POSITION PURPOSE** |

The Policy Officer will report to and be directly accountable to the Policy and Strategy Manager, providing support in relation to National and State level policies that will have an effect and impact on the health and wellbeing of Aboriginal people and Aboriginal communities in Western Australia.

This position will work closely with all AHCWA Work Units, AHCWA’s Aboriginal Community Controlled Health Services (ACCHS); Regional Health Planning Forums; and other key stakeholders providing timely input and advice across National and State policy agendas.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

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| **KEY CLIENT AND STAKEHOLDER RELATIONSHIPS** |

EXTERNAL

* Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
* Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

* Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

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| **RESPONSIBILITIES OF THIS POSITION** |

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| **KEY RESULT AREA** | **POSITION RESPONSIBILITIES** |
| STRATEGIC | * + Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state wide and national basis.
	+ Actively contribute to the development and implementation of a collection of policy priorities in collaboration with AHCWA’s Member Services.
	+ Work in collaboration with the Public Health & Continuous Quality Improvement Team, and the Aboriginal Youth Program Team on submissions as required.
	+ Work closely with AHCWA’s Sector Engagement Officer, community organisations, government, non-directed and statutory advisory bodies as required to promote Aboriginal health advocacy, and gather support and/or provide expert opinion on Aboriginal health policy directions.
	+ Forge and maintain linkages with other Policy and Strategy teams within the ACCHS, National Aboriginal Community Controlled Health Organisation (NACCHO), affiliated peak bodies and Aboriginal communities.
	+ Assist the Policy & Strategy Manager with the bi-monthly CEO Network Meeting Agenda, Papers, Presentations, Minutes and Actions.
	+ Assist in drafting responses to Parliamentary Questions, Briefing notes, Ministerial and other correspondence as required.
	+ Assist in the establishment and implementation of key communication strategies and media releases, where relevant
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| OPERATIONAL | * + Maintain a position and view across National and State policy agendas and frameworks that will impact on the Aboriginal Community Controlled Health Sector of Western Australia:
* Undertake planning, project development and policy research tasks on health policy issues
* Develop position papers, priorities and strategies to determine policy priorities
* Assist the Policy and Strategy Manager to develop, implement and evaluate service planning and development projects
* Assist the Policy and Strategy Manager to undertake policy needs analyses for the AHCWA member organisations
* Assist AHCWA’s communications team to update, maintain and monitor the organisation’s social media presence
* Explore and introduce new opportunities for effective communication with stakeholders
	+ Provide a vital link between Western Australia’s Aboriginal Community Controlled Health Services, Community Sector and Government.
	+ Participate and be an active member in internal committees, where relevant and related to policy e.g. Annual State Sector Conference.
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| QUALITY MANAGEMENT SYSTEM (QMS) | * + Actively participate in the organisation’s QMS (LOGIQC).
	+ Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
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| OTHER | * + Demonstrate a strong commitment to uphold and contribute to the organisation’s mission, objectives and values.
	+ Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
	+ Attend and participate in professional development activities including workshops and training as required.
	+ Attend and participate in Employee Development Days.
	+ Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984.
	+ Identify and assist to reduce Work Health & Safety hazards and risks.
	+ Follow the reasonable direction of Work Health & Safety representatives.
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| **POSITION KEY PERFORMANCE INDICATORS** |

The below Key Performance Indicators (KPI’s) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI’s are to be assessed in line with the organisations performance development framework.

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| **KEY RESULT AREA** | **KEY PERFORMANCE INDICATORS** |
| STRATEGIC | * + Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a national and state wide basis
	+ Effective and timely consultation with the ACCH sector
	+ Professional and effective representation of AHCWA with all external stakeholders
	+ Effective and timely support to the CEO Network
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| OPERATIONAL | * + Maintain a view across National and State policy agendas and frameworks that will impact on the ACCH Sector of Western Australia
	+ Provision of well researched and timely policy advice
	+ Timely and effective consultation and collaboration with internal stakeholders on policy and advocacy submissions that relate to all AHCWA Work Units
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| **COMPETENCY PROFILE FOR THIS POSITION** |

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

**JOB SPECIFIC COMPETENCIES**

**QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE**

**ESSENTIAL:**

* Tertiary qualifications in a relevant discipline (community development, social science, public health, public policy etc.) and/or equivalent knowledge, skills and experience
* Considerable skills and experience in the formulation, analysis and evaluation of policy
* Excellent written communication skills, including the ability to prepare high-quality written materials including submissions, position papers, briefing notes, reports and correspondence
* Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships
* Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines
* High level of initiative with the ability to be proactive and work autonomously as and when required
* Demonstrated ability to contribute ideas and demonstrate initiative and flexibility
* Strong computer skills with advanced Microsoft Office skills in Outlook, Work, Excel and PowerPoint
* Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples

**DESIRABLE:**

* The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community
* A sound understanding of the Aboriginal Community Controlled Health sector and relevant health policies
* Demonstrated ability to communicate effectively and credibly with Aboriginal and Torres Strait Islander peoples to ensure that their views are incorporated into health service planning, development and implementation

**PRACTICAL REQUIREMENTS:**

* Intra and inter-state travel including overnight absences will be required
* A current driver’s license and willingness to drive is essential
* Some work out of normal hours of duty will be required
* Depending on the nature of the region, some travel on light aircraft may be required

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| **ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE** |

**I certify that I have read and understand the responsibilities assigned to this position.**

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| Employee Name |  |
| Signature |  |
| Date |  |