

<b>Job Description Form</b>	<b>Policy Officer – Closing the Gap</b>
Work Group:	Office of the Chief Executive Officer
Work Unit:	Closing the Gap – Social Services
Reports To:	Project Manager – Closing the Gap
Direct Reports:	N/A
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 5
Approved by CEO:	20 July 2021 (Des Martin)

### **VISION STATEMENT**

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

### **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.

### **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

### **POSITION PURPOSE**

The Policy Officer – Closing the Gap reports to the Project Manager – Closing the Gap and is accountable to the Chief Executive Officer. The role sits within the newly established Closing the Gap – Social Services team, which is responsible for managing the establishment of a consortium of Western Australian Aboriginal Community Controlled Organisations (WA

ACCOs) with social services representation from, at a minimum, the housing, disability and early childhood care and development sectors.

The Policy Officer – Closing the Gap is responsible for supporting the Closing the Gap Social Services Team and a subcommittee of the AHCWA Board, the AHCWA Social Services Committee, to establish a social services focussed ACCO consortium, which is most likely to take the form of a peak body. The Policy Officer is also responsible for providing policy advice on activities related to the National Agreement on Closing the Gap, including its implementation.

The occupant of this position will be expected to comply with, and demonstrate a strong and positive commitment to, Equal Employment Opportunity, Work Health & Safety, AHCWA's Code of Conduct, Quality Improvement, and Confidentiality throughout the course of their duties.

### KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Given the range of tasks, this position has contact with the Aboriginal Advisory Council of WA, Aboriginal experts and leaders in the Aboriginal social services sector, WA Aboriginal Community Controlled Services, and the national Coalition of Aboriginal and Torres Strait Islander Peak Organisations (the Coalition of Peaks).
- This position liaises with a variety of government agencies, stakeholder representative groups and community groups, including but not limited to the housing, disability and early childhood care and development sectors.

#### INTERNAL

- This position maintains close working relationships with other employees and Board Directors of the Aboriginal Health Council of Western Australia.

### RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<ul style="list-style-type: none"> <li>– Develop evidence-based policy positions and advice to influence policy outcomes under the National Agreement on Closing the Gap.</li> <li>– Work with the AHCWA Social Services Committee, Closing the Gap Social Services Team, Policy Team, AHCWA's Member Services, staff and other stakeholders to identify Closing the Gap policy priorities.</li> <li>– Provide policy support to the Closing the Gap Social Services Team, and the AHCWA Social Services Committee, to enable full engagement in Coalition of Peaks activities, meetings of the Closing the Gap</li> </ul>

	<p>Partnership Working Group, and the Joint Council on Closing the Gap.</p> <ul style="list-style-type: none"> <li>– Provide policy support to the Closing the Gap Social Services Team, and the AHCWA Social Services Committee in the establishment of an ACCO Social Services Peak Body.</li> <li>– Actively capture feedback on issues or themes emerging from engagement activities with key stakeholders to inform policy development, research and advocacy activities.</li> <li>– Contribute to the development and implementation of Closing the Gap Sector Strengthening Plans ensuring the WA ACCO sector is in a strong strategic position.</li> <li>– Forge and maintain linkages with the AHCWA Policy and Strategy team, the Coalition of Peaks, ACCOs, the National Aboriginal Community Controlled Health Organisation (NACCHO), other peak bodies and Aboriginal people and their communities.</li> <li>– Assist the Project Manager – Closing the Gap to develop, implement and evaluate Closing the Gap Social Services Team quality improvement activities.</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>– Consult with relevant stakeholders to gather information, data and expert advice to inform policy positions on key issues, particularly in the areas of Aboriginal health, disability, housing, and early childhood care and development.</li> <li>– Undertake thorough research and information analysis to provide an evidence base to underpin policy positions and advice.</li> <li>– Prepare written documentation including position papers, submissions, reports, letters, factsheets, talking points, presentations and media releases.</li> <li>– Assist in drafting correspondence, briefing notes, and any Ministerial documents as required.</li> <li>– Actively contribute to the development of policy advice on other policy priorities in collaboration with the AHCWA Policy Team, as required.</li> <li>– Participate and be an active member in internal and external committees, where relevant and related to policy e.g. Annual State Sector Conference.</li> <li>– Participate in all other activities related to supporting the establishment of a WA ACCO Social Services Peak Body as directed by the AHCWA Social Services Committee, the Project Manager – Closing the Gap, or the Senior Policy Officer – Closing the Gap, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>– Participate in all other activities related to supporting the AHCWA Closing the Gap Social Services Team as directed by the Project Manager – Closing the Gap, or the Senior Policy Officer – Closing the Gap, as required.</li> </ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> <li>– Actively participate in the organisation's QMS (LogiQC).</li> <li>– Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>– Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.</li> <li>– Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.</li> <li>– Attend and participate in professional development activities including workshops and training as required.</li> <li>– Attend and participate in Employee Development Days.</li> <li>– Participate and comply with all Work Health and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA).</li> <li>– Identify and assist to reduce Work Health and Safety hazards and risks.</li> <li>– Follow the reasonable direction of Work Health and Safety representatives.</li> </ul>

### 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.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
STRATEGIC	<ul style="list-style-type: none"> <li>– The AHCWA Social Services Committee, and AHCWA representatives at meetings and forums on Closing the Gap, are provided with evidence-based policy advice on priority areas under Priority Reform Two including Aboriginal health, disability, housing and early childhood care and development.</li> </ul>

	<ul style="list-style-type: none"> <li>– The knowledge and expertise of ACCO sector stakeholders is leveraged to influence Closing the Gap Sector Strengthening Plans, and other National Agreement implementation activities.</li> <li>– AHCWA is represented professionally in all stakeholder engagements.</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>– Preparation of evidence-based policy information and advice in a variety of formats.</li> <li>– Timely and effective consultation with stakeholders on policy priorities.</li> <li>– Effective and timely support to the AHCWA Closing the Gap Social Services Team, and the AHCWA Social Services Committee.</li> </ul>

### 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, experience and skills.
- 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, 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 required.
- Strong computer skills with advanced Microsoft Office skills in Outlook, Word, Excel and PowerPoint.
- Demonstrated ability to uphold the principles of cultural sensitivity including an ability to communicate effectively and respectfully with Aboriginal and Torres Strait Islander peoples.

**DESIRABLE:**

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- A sound understanding and/or working knowledge of the National Agreement on Closing the Gap.
- Policy experience in the area/s of Aboriginal health, housing, disability and/or early childhood care and development.
- Demonstrated ability to ensure that views Aboriginal and Torres Strait Islander peoples are incorporated into service planning, development and implementation.

**PRACTICAL REQUIREMENTS:**

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

<b>ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE</b>
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**I certify that I have read and understand the responsibilities assigned to this position.**

Employee Name:	
Signature:	
Date:	