



Job Description Form	Policy Officer
Work Group:	Office of the Chief Executive Officer
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Policy and Strategy Manager
Direct Reports:	Nil
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	7 <sup>th</sup> December 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' (ACCHS) 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 ACCHS Members Services and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

## POSITION PURPOSE

The Policy Officer directly reports to the Policy and Strategy Manager and is accountable to the Chief Executive Officer, providing support and timely advice in relation to National and State level policies that impact the health and wellbeing of Aboriginal people and Aboriginal communities in Western Australia.

This position works closely with all Aboriginal Health Council of Western Australia (AHCWA) Work Units, Western Australian ACCHS; and other key stakeholders.

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 and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Given the range of tasks, this position has contact with most ACCHS.
- 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 AHCWA.

### RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<ul style="list-style-type: none"> <li>- Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state and national basis.</li> <li>- Actively contribute to the development and implementation of a collection of policy priorities in collaboration with AHCWA's Member Services.</li> <li>- Work in collaboration with other members of the Policy, Advocacy and Strategy Team, as well as other AHCWA staff, on submissions as required.</li> <li>- Work closely with AHCWA's staff, community organisations, government, and other relevant stakeholders as required to promote Aboriginal health, and gather support and/or provide expert opinion on Aboriginal health policy directions.</li> <li>- Forge and maintain linkages with other Policy and Strategy teams within the ACCHS, National Aboriginal Community Controlled Health Organisation (NACCHO), and affiliated peak bodies.</li> </ul>



	<ul style="list-style-type: none"><li>- Assist the Policy and Strategy Manager to develop, implement and evaluate Policy, Advocacy and Strategy Team quality improvement activities.</li><li>-</li></ul>
OPERATIONAL	<ul style="list-style-type: none"><li>- Maintain a view across National and State policy agendas and frameworks that will impact on the ACCHS Sector in Western Australia.</li><li>- Undertake research on health policy issues to inform AHCWA policy submissions and other policy tasks.</li><li>- Develop position papers, submissions and formal advice to promote ACCHS sector policy priorities.</li><li>- Assist the Policy and Strategy Manager to undertake policy needs analyses for AHCWA's Member Services.</li><li>- Assist in drafting briefing notes, correspondence and other documents as required.</li><li>- Explore and introduce new opportunities for effective communication with stakeholders.</li><li>- Provide a vital link between Western Australia's ACCHS, Community Sector and Government.</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></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 (WA)</i>.</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 (KPIs) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPIs 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>- Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a national and state basis</li> <li>- Effective and timely consultation with the ACCHS sector</li> <li>- Professional and effective representation of AHCWA with all external stakeholders</li> <li>- Effective and timely support to the ACCHS sector</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>- Maintain a view across National and State policy agendas and frameworks that will impact on the ACCHS Sector of Western Australia</li> <li>- Provision of well researched and timely policy advice</li> <li>- Timely and effective consultation and collaboration with internal stakeholders on policy and advocacy submissions that relate to all AHCWA Work Units</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, skills and experience.
- 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 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 sensitively 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 of the ACCHS 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 may be required.
- A current driver's license and willingness to drive is desirable.
- From time to time, 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.

<b>ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE</b>
--

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

Employee Name	
Signature	
Date	