

Job Description Form

Principal Policy Officer

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 Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

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



Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.



Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.



Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.



Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.



Accountability

Being accountable to all our Members, stakeholders and the community

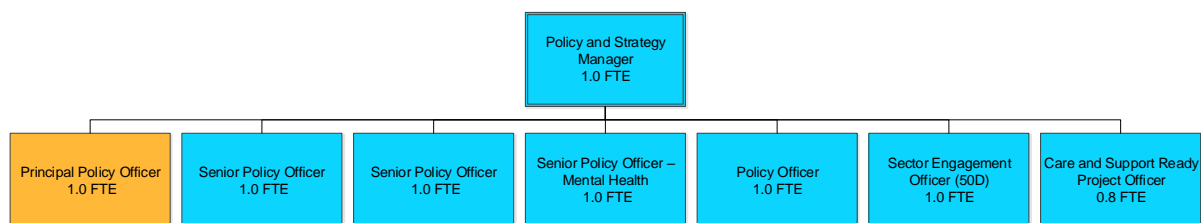


Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	Principal 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 6
Approved by CEO	20 April 2023 (Des Martin)

Team Structure



Position Purpose

The Principal Policy Officer reports to the Policy and Strategy Manager, and is accountable to the Chief Executive Officer. The role is primarily responsible for providing high-level policy support and advice, and undertaking complex research and analysis in relation to policy matters pertaining to national and state level policies that will impact the health and wellbeing of Aboriginal people in WA.

The Principal Policy Officer supports the Policy and Strategy Manager in managing the development, implementation and evaluation of best practice policies, programs and projects for the organisations and Member Services to support the achievement of AHCWA's objectives in relation to key strategic priorities.

The occupant is responsible for maintaining expert knowledge and awareness of issues, trends and legislative changes across national and state policy issues relating to a range of health policy matters.

This position will work closely with all AHCWA Work Units, Member Aboriginal Community Controlled Health Services (ACCHS), Regional Health Planning Forums and other key external 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.

Strategic Alignment

The organisation's Strategic Plan 2021-25 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Principal Policy Officer is aligned with goal 3 – Lead and Influence.



Enhance and promote the ACCHS Model of Care as best practice primary health care for Aboriginal people and communities



Support and strengthen our Member Services to achieve excellence in service delivery



Lead and influence the state and national Aboriginal health policy and research agenda as determined by our Member Services



Grow and advance the capacity and capability of AHCWA and our Member Services for long term sustainability

Key Stakeholder Relationships

External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups, peak bodies, Member Services and community groups.

Internal

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

Responsibilities of this Position

Strategic

- Provide support to the Policy and Strategy Manager to:
 - proactively drive a policy agenda for delivering Aboriginal health and wellbeing outcomes taking the lead from AHCWA's 23 Member Services;
 - provide expert advice to the AHCWA CEO & Board on matters concerning the Commonwealth and State Government's initiatives and agenda as they relate to Aboriginal health;
 - influence mainstream government and non-government organisations to position AHCWA in the 'mainstream' policy debate in relation to state and national health reforms; and
 - mentor and support the development and work of other members of the Policy, Advocacy and Strategy Work Unit.
- Take a lead role in providing strategic advice on policy matters pertaining to national and state level policies that will impact the health and wellbeing of Aboriginal people in WA.
- As directed by the Policy and Strategy Manager, lead projects to ensure successful development, completion and timely delivery of key policy initiatives, including the preparation of associated supporting policy and technical documents.
- Proactively establish and maintain effective relationships with internal and external stakeholders to identify policy issues and priorities, develop policy positions and advice, advocate on behalf of the organisation and Member Services, and provide a strong evidence base for influencing policy outcomes.
- Evaluate the broader political, economic, legislative and social environment to ensure appropriate research and data is available to develop and review policy approaches, position papers, submissions, reports, briefings, and other documents.
- Interpret and analyse legislation and review policy submissions, and initiate and recommend a preferred approach through timely, clear, succinct briefings using high level analysis and well thought out evidence..

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- Actively capture feedback on issues or themes emerging from AHCWA's wider engagement activities to inform policy development, research and advocacy activities.
 - Actively contribute to the development and implementation of policy priorities in collaboration with AHCWA's Member Services.
 - Work closely with AHCWA's Sector Engagement Officer, community organisations, government, non-directed and statutory advisory bodies as required to promote Aboriginal health, 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.
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Operational

- Take an active role in mentoring and supporting the development and work of other members of the Policy, Advocacy and Strategy Work Unit.
 - Prepare high quality written documentation such as briefing notes, position papers, submissions, reports, letters, factsheets, presentations, correspondence and other documents as required to promote ACCHS sector policy priorities.
 - Lead or participate in projects as required and provide project management of complex activities ensuring outputs satisfy standards and strategic objectives.
 - Communicate and negotiate with internal and external parties on policy and legislation development work as required and/or directed, including representing the agency at intra and inter-government forums and undertaking community and peak body consultation.
 - Provide a vital link between Western Australia's ACCHS, Community Sector and Government.
 - Actively contribute to the development and implementation of a collection of other policy priorities in collaboration with AHCWA's Member Services, as required.
 - Assist the Policy and Strategy Manager to develop, implement and evaluate Policy, Advocacy and Strategy Team quality improvement activities.
 - Participate and be an active member in internal and external committees, where relevant and related to policy e.g. Annual State Sector Conference.
 - Any other duties as required.
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Quality Management System

- 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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General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
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- 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 and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Position 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"> • Maintain a view across National and State policy agendas and frameworks that will impact on the ACCHS of Western Australia. • Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on an organisational, national and state wide basis. • Effective and timely consultation with the ACCHS sector. • Professional and effective representation of AHCWA with all external stakeholders.
Operational	<ul style="list-style-type: none"> • 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. • Effective and timely support to the CEO Network.
Quality Management System (QMS)	<ul style="list-style-type: none"> • Ensure all tasks assigned to this position are completed within a six (6) week period.

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.

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 and skills.
- Significant knowledge and understanding of policies and legislation impacting on key strategic priorities and related matters.
- Demonstrated skills and experience in managing all aspects of policy research, development, implementation and evaluation.
- Considerable skills and practical experience in the formulation, development, analysis and evaluation of policy and legislation.
- Excellent written communication skills, including the ability to prepare high-quality written, succinct materials including submissions, position papers, briefing notes, reports and correspondence, with the ability to adapt communication to a variety of stakeholders to ensure clarity.
- Ability to provide leadership and direction to others regarding the purpose, strategic alignment and quality of work.
- Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines.
- Highly developed interpersonal skills including negotiation and consultation skills.
- Able to work in a fast-paced environment and proactively build strong working relationships with internal and external stakeholders.
- Highly motivated and adaptive, 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 safety including an ability to communicate sensitively and effectively with Aboriginal people and their communities.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander 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 people to ensure that their views are incorporated into health 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.

Acknowledgment and Acceptance by Appointed Employee

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

Employee Name:	
Signature:	
Date:	