

	Position Title: Policy and Project Officer	Team: Policy and Media, Strategic Engagement		Region: Central
	Supervisor: Head of Public Policy and Media	Delegations and Authorities: In Line with Delegations Policy	Band: C SCHADS 7.1	Date Completed: 21 st June 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The Policy and Project Officer in the Public Policy and Media team reports to, and is the primary public policy support for, the Head of Public Policy and Media.</p> <p>The Public Policy and Media team is responsible for driving awareness of the needs of the families, children and young people with whom Berry Street works, and engaging key influencers, stakeholders and the public with Berry Street's services, advocacy, fundraising and brand.</p> <p>The role will contribute to:</p> <ul style="list-style-type: none"> Developing and implementing Berry Street's public policy and media agenda developing and coordinating responses to public policy, legislative, regulatory and media developments that may affect Berry Street's reputation, operating environment, and public policy agenda engaging key internal and external stakeholders in Berry Street's public policy activities. <p>The role requires a team player who has strong conceptual and analytical capabilities, is able to synthesise and communicate large volumes of complex information simply and is able to develop communications in a format/style that is suitable to and engages the audience.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p>	<p>The Policy and Project Officer will work with the Head of Public Policy and Media to:</p> <ul style="list-style-type: none"> develop and implement Berry Street's policy and advocacy agenda, including helping to develop and communicate Berry Street's public policy position and engage and garner support from key stakeholders and partners monitor and coordinate the response to public policy, legislative, regulatory and media developments that may affect Berry Street's reputation, operating environment and public policy agenda

<p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>REPORTING RELATIONSHIPS</p> <p>This role is based at the Richmond office and reports to the Head of Public Policy and Media. This role has no staff supervision responsibilities.</p>
<p>EXPECTATIONS</p>	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety. • Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion. • Berry Street supports White Ribbon, Australia’s campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity. 	
<p>KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE</p>	
<ul style="list-style-type: none"> • Excellent written and oral communication skills (including succinct written documents using various formats (such as Word or Powerpoint), public speaking, presentations and facilitation skills). • Exceptional conceptual and analytical skills with ability to distil complex concepts, reason through problems and draw relevant insights and connections between organizational objectives and the broader policy and operational environment • Excellent Project Management skills with ability to develop, implement and monitor clear and comprehensive project plans to deliver on organizational priorities • Policy skills including policy proposals, research and analysis to inform a public policy • Advanced formatting and presentation skills for written and presentation materials • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • Exceptional ability to engage, collaborate and maintain relationships with a broad range of internal and external stakeholders • High degree of professionalism and judgement with the ability to manage sensitive information • A sophisticated understanding of effective organisational processes and policy 	

QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none">• A tertiary qualification in social sciences or related field• Intermediate (to advanced) MS Office Skills• Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.	<ul style="list-style-type: none">• Previous experience in government or NFP sectors would be advantageous

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Public policy development	<ul style="list-style-type: none"> • Undertake, analyse and present research, evidence, data and other relevant contextual information to inform and progress Berry Street's public policy and advocacy agenda • Contribute to the development of advice to the CEO and Executive Leadership team on public policy and advocacy matters • Supports engagement of key people across Berry Street and key stakeholders in the development of Berry Street's public policy position and advocacy agenda
Advocacy and communication	<ul style="list-style-type: none"> • Supports the Head of Public Policy and Media to scan the public policy and media environment to identify, plan for and act on opportunities to influence public policy areas that impact on the families, children and young people Berry Street works with. • Prepares public policy submissions, policy papers and advice, speaking notes, summary documents and other communications in a style and format that is fit for purpose, and is targeted to and engages the audience. • Communicates Berry Street's public policy position and contributes to discussions in relevant workshops, meetings and other fora, as appropriate.
Project management	<ul style="list-style-type: none"> • Produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified • Helps ensure project objectives are met by anticipating and managing potential and emerging issues in collaboration with the Head of Public Policy and Media • Regularly communicates with, and supports, project team members and key contributors to project delivery.
Teamwork	<ul style="list-style-type: none"> • Work collaboratively with the Head of Public Policy and Media and Berry Street's leadership to build and maintain Berry Street's reputation as a significant player and influencer in public policy affecting families and children. • Initiate, build and maintain effective working relationships with internal and external stakeholders, as appropriate • Contribute to the culture and operations of the Strategic Engagement Branch, including performing other duties as required to deliver on the Branch's priorities.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional