

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Policy Advisor</b>
<b>Department/Location:</b>	Please refer to letter of employment
<b>Employment Status:</b>	Full -Time
<b>Reports To:</b>	Policy Lead
<b>Direct Reports:</b>	Nil
<b>Key Relationships/Interactions:</b>	<b>Internal:</b> Directors, Group & Regional Managers, Service & Facility Managers, Quality Learning & Workforce Development staff, Anglican Church Southern Queensland Corporate Services staff <b>External:</b> Funding Bodies

### Position Statement / Overall Purpose:

This role's overall purpose within Anglicare Southern Queensland (Anglicare SQ) is to assist in the development and implementation of a policy framework.

The Policy Advisor is also responsible for developing policy documents that align to organisational practices and influence and determine decisions, actions and activities within Anglicare.

The Policy Advisor will work in accordance with the values of Anglicare and support core business by providing service, guidance and advice within this position's specialty area.

### Position Specific Requirements & Qualifications:

1. Hold and maintain a current National Police Certificate (or ability to acquire).
2. Current driver's licence & own reliable vehicle.
3. Relevant tertiary qualification and/or demonstrated extensive experience managing all aspects of policy research, development, review and evaluation.

### Key Selection Criteria:

Demonstrated ability to investigate and source relevant evidence based information for the purpose of policy development and review.

1. Proven critical thinking to test information is valid, based on sound research and problem solving skills, analyse complex information, identify risks and mitigation strategies to produce results.
2. Proven ability to plan efficiently and effectively and meet outcomes.
3. Excellent written communication and documentation skills.
4. Demonstrated high level communication and interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders.
5. Demonstrated ability to initiate and develop positive relationships with team members, stakeholders, network groups and clients in a changing environment.
6. Excellent change management, organisational and time management skills, including a demonstrated ability to manage competing demands and priorities.
7. High level IT skills (MS Office including Excel, Word) with good working knowledge of Sharepoint and Quality/Document Management systems.



## **Key Accountabilities and Responsibilities:**

### **1. Accountability: Support the Development of the Policy Framework**

*Support the development of a policy framework that incorporates evidenced based information to ensure Anglicare SQ has a robust contemporary policy framework to meet best practice standards*

#### **Responsibilities:**

- Investigate policy framework options
- Collate information to report and evaluate policy outcomes
- Undertake examination, analysis and assessment of the impact in changes pertaining to policies and standards
- Undertake research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and to inform decision making
- Monitor policy and research developments, identify opportunities for improvement, and undertake research into current and emerging issues; maintain a contemporary awareness of current welfare issues and community expectations
- Prepare well-researched briefings on policy and research matters; propose policy positions for approval

### **2. Accountability: Documentation Review**

*Write and review policies and associated controlled documents to ensure the alignment of documentation and practice consistent with the Anglicare SQ Document Management and Policy Frameworks.*

#### **Responsibilities:**

- Develop and maintain stakeholder relationship and foster an environment of collaboration in the policy/document development and review process
- Lead the identification, design, development, review and evaluation of key policy issues
- Develop effective policy and planning methodologies, policy development and implementation processes
- Develop high quality policies, procedures and templates, ensuring legislative compliance and consistency with good practice; embed effective monitoring, evaluation and reporting processes and systems to continuously improve policy and strategy outcomes and contribute to lessons learnt
- Assist in the development, maintenance and implementation of policy, procedures and guidelines
- Provide advice regarding policy methodologies and approaches to policy development
- Prepare and review policy advice to ensure alignment with policy directions, contemporary and evidence based practice
- Undertake special projects and/or assignments related to policy development

### **3. Accountability: Reporting**

*Prepare key reports and documentation for senior management and board to provide information and advice on policy related matters to support the development, implementation and embedding of the document management and policy frameworks.*

#### **Responsibilities:**

- Develop Briefing Notes for the Board and senior management in relation to governance policy development and review
- Contribute to the preparation, analysis and provision of timely advice on submissions, business cases, briefings, reports, policy/discussion documents and correspondence
- Consult with, and provide timely advice and direction

#### **4. Accountability: Policy implementation and administration**

*Provide practical assistance to the policy team to operationalise the document management system to ensure all documents in the Controlled Document Register are current and support the delivery of consistent quality service.*

##### **Responsibilities:**

- In collaboration with the Policy Lead, assess document change requests
- Assist Policy Lead to monitor Document Review Library where document development and review are managed
- Provide quality assurance of policy related documents for publication
- Assist Policy Lead to deliver a scheduled review system

#### **5. Other Duties and Requirements**

- ☐ Work collaboratively as part of the Quality Learning and Workforce Development (QLWD) team to support and deliver on the continuous quality improvement objectives consistent with the strategic objectives of the organisation.
- ☐ Consult and share information within the Quality Learning and Workforce Development Team
- ☐ Provide coaching, mentoring and support to policy staff to develop capabilities and achieve agreed business outcomes
- ☐ Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures;
- ☐ Do not, during or after employment, disclose information relating to residents, clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern QLD.
- ☐ Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

#### **Delegation of Authority:**

- ☐ In accordance with the Anglicare Delegations of Authority Policy.