**POSITION DESCRIPTION**

**POLICY PROJECT COORDINATOR - TEMPORARY**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Number:** | PCG023 | | | | | | |
| **Directorate:** | Internal Services | | | | | | |
| **Team:** | Governance and Risk | | | | | | |
| **Supervisor:** | Coordinator Governance and Risk | | | | | | |
| **Classification:** | **Band:** | 2 | **Level:** | | 3 | **Grade:** | 9 |
| **Tenure:** | Temporary 9 months | | | **Hours of Work:** 70 hours per fortnight | | | |
| **Primary Location:** | Tumut/Tumbarumba | | | | | | |

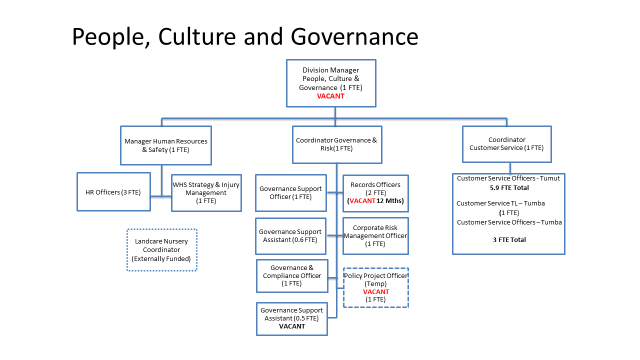
**Purpose:**

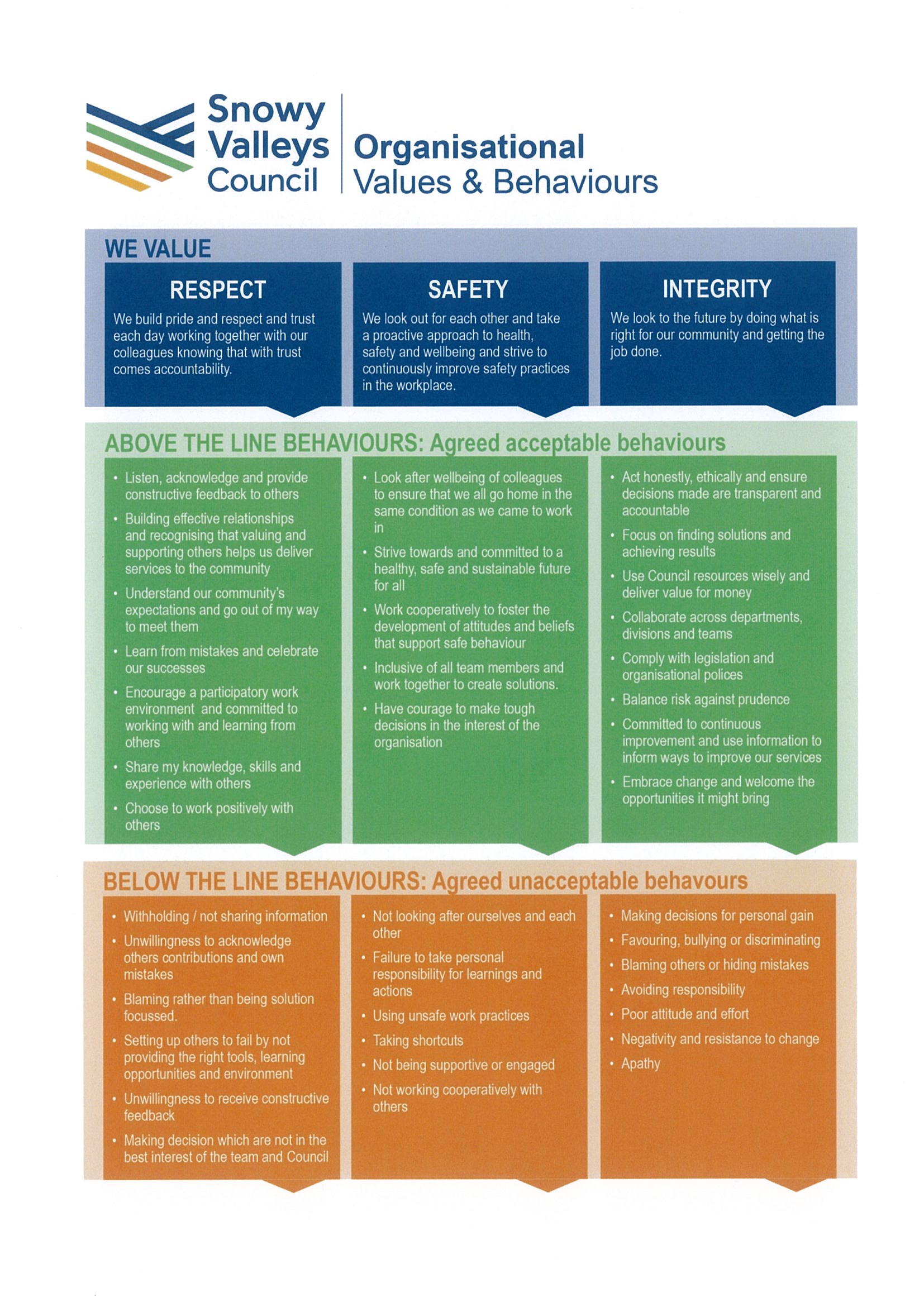
To manage and coordinate the development of policy initiatives to contribute to the delivery of policy implementation within timeframes across Snowy Valleys Council.

**Scope:**

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| **Budget Responsibility** | **Staff Management Responsibility** |
| $0 | Nil |

**Reporting Structure:**

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**Key accountabilities:**

1. Research, analyse and review complex policy issues, identifying emerging issues, developing evidence based options, and recommended solutions to resolve problems and mitigate risks against;
2. Provide expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies;
3. Build and maintain relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision making;
4. Monitor, evaluate and report on the development and/or implementation of policies to identify issues and ensure the achievement of established organisational outcomes;
5. Mentor and coach Managers and Coordinators, ensuring compliance with governance and quality requirements (e.g. Policy and Procedure Framework), to successfully deliver policy priorities and initiatives
6. Prepare correspondence, written reports, and briefs to the Executive Leadership Team that are informative and aligned with Council priorities
7. Cooperate and comply with Council’s WH&S Policy and Program
8. Demonstrate positive cultural behaviours and commit to applying Snowy Valleys Council’s values, policies and procedures at all times.

**SELECTION CRITERIA:**

**ESSENTIAL**

1. Relevant tertiary qualifications in policy, business or project management and/or minimum of 5 (five) years’ experience in a similar role
2. Demonstrated experience in researching, developing, writing and consulting to draft contemporary policy
3. Demonstrated capability in providing strategic research and preparing high level reports, minutes, briefings and policy advice including the analysis and interpretation of emerging policy issues
4. Demonstrated superior communication skills
5. Proven track record of successful completion of project work
6. Proven track record in providing high level advice and support to a senior leadership position in a large organisation including governance, effective communication, negotiation and presentation skills
7. Sound understanding of the legislative, economic, social, technological and political environment in which local government operates
8. Comprehensive understanding of the budget process, governance and reporting in local government
9. Current driver licence

**DESIRABLE**

1. Previous experience in Local Government