

Senior Policy Officer

Position Description

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Position Title	Senior Policy Officer
Reports To	Manager, Governance
Base Location	State Council Office, Lewisham
Primary position objective	The Senior Policy Officer will provide policy advice and undertake key projects regarding organisational governance, including review and updates of existing organisational policies, development of new policies, and management of stakeholder consultations.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview

The Governance Team sits in the Executive Secretariat and provides executive support to the Society's State Council and Board and respective committees; and manages the organisation's internal policies and procedures. The Governance Team provides policy advice to the organisation's Executive and works across the different directorates to promote strong governance practices.

Other teams in the Executive Services Directorate are:

- Social Justice with responsibility for policy, advocacy and research
- Legal and Complaints with responsibility for legal services provision, complaints management and safeguarding children
- Internal Audit.

Duties and Responsibilities

The Senior Policy Officer is responsible for:

- managing the Organisational Policy Project and supervising junior policy staff
- management of the organisation-wide Policy Working Group
- maintaining an organisation-wide policy register
- reviewing current organisational policy to determine whether it is fit for purpose, and supports the Society's compliance obligations
- conducting research to support the development of organisational policy
- supporting a wide and diverse range of internal stakeholders in the development and implementation of policy across directorates
- drafting of both corporate and operational policies appropriate for a social service delivery agency
- managing consultation processes in relation to organisational policy, including with the people who use our services
- managing policy approval and documentation processes
- providing executive support to the Board and State Council as required
- providing policy advice on governance matters.

Essential Criteria

- Relevant tertiary qualifications.
- Demonstrated experience in policy development and implementation.
- High level interpersonal and stakeholder management skills.
- High level analytical capacity, oral and written communications skills and attention to detail.
- Demonstrated experience in undertaking research.
- Exceptional time management and organisational skills.
- Ability to provide high level advice regarding the development of policies and strategies.
- Ability to work independently and as part of a team.

Desirable Skills

- Demonstrated understanding of the Not-for-Profit sector.
- Experience in a secretariat, governance or policy role.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer