

Justice Policy Partnership, Policy Officer

Contract type	Full time, Fixed term to June 2025
Salary range	\$90,515 <i>plus superannuation</i>
Location	Redfern or Canberra; some hybrid working may be available
Submit applications to	Sarah Hopkins, Principal Solicitor Justice Projects, Policy and Practice Sarah.hopkins@alsnswact.org.au
Applications close	Friday 7 October 2022
Recruitment notes	<p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p> <p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p>
Employee benefits Salary Sacrificing	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee's salary (Salary Packaging).</p> <p>Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary Sacrificing is dependent on the Employee's personal circumstances, the ALS cannot provide financial advice.</p>
Application sections and checklist	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> 1. Completed ALS Application Form (page 2) 2. Cover Letter stating how you meet the selection criteria (see page 5) 3. Your up to date Resume 4. A copy of your current driver's license 5. A copy of your Working with Children's or Vulnerable Persons Check 6. A copy of your Covid-19 Vaccination Certificate(s) <p>Incomplete applications will not be accepted.</p>
Position Description	The Position Description can be found at the end of this document.



ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

First name	
Last name	
Preferred name	
Phone number	
Email address	
Residential address <i>(optional)</i>	
Do you identify as Aboriginal or Torres Strait Islander?	<p>Yes <i>Aboriginal</i> No <input type="checkbox"/></p> <p><i>Torres Strait Islander</i></p> <p><i>Aboriginal & Torres Strait Islander</i></p>
Have you attached a copy of your current drivers' licence?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i></p>	
Do you consent to undertaking a Police Check? <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If held: WWCE</i> <i>Expiry date:</i></p>
How did you hear about this position? <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>	

POSITION DESCRIPTION

Policy Officer (ACT & NSW)

PRIMARY OBJECTIVE

The primary responsibility of the Policy Officer role is to provide advice and support to the Aboriginal Legal Service (NSW/ACT) Limited (ALS) to engage in the Justice Policy Partnership (JPP), under the National Agreement on Closing the Gap, including:

- Developing informed policy advice and advocacy on a range of issues related to the JPP, Closing the Gap and broader justice system reform.
- Leading engagement with the National Aboriginal and Torres Strait Islander Legal Services (NATSILS) and other state and territory Aboriginal legal services to progress the JPP Strategic Plan.
- Promoting ALS Closing the Gap policy positions to key stakeholders
- Preparing reports, submissions, briefing papers and correspondence.

REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). The position reports to Principal Solicitor (Justice Projects, Policy and Practice) or their delegate. This position also plays an important role within the ALS shared services team and will be required to work closely and collaboratively with the broader policy team.

LOCATION

Sydney (Redfern) or Canberra (Civic). Remote working arrangements can be considered, subject to work requirements.

ORGANISATIONAL ENVIRONMENT

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT. The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices. The ALS is a public company limited by guarantee and a registered charity.

Justice Policy Partnership

The Justice Policy Partnership brings together representatives from the Coalition of Peaks- external site, Aboriginal and Torres Strait Islander experts, and Australian, state and territory governments to take a joined-up approach to Aboriginal and Torres Strait Islander justice policy. Established in August 2021, it is the first of five policy partnerships to be established under the National Agreement on Closing the Gap, and is responsible for:

- driving Aboriginal and Torres Strait Islander community-led outcomes on Closing the Gap;

- enabling Aboriginal and Torres Strait Islander representatives, communities and organisations to negotiate and implement agreements with governments to implement all priority reforms under the National Agreement and policy specific and place-based strategies to support Closing the Gap;
- supporting additional community-led development initiatives; and
- bringing together all government parties, together with Aboriginal and Torres Strait Islander people, organisations and communities to the collective task of Closing the Gap.

KEY COMMUNICATIONS

This position requires a hands-on, practical, and flexible approach to problem solving, excellent communication and organisational skills and the ability to act autonomously and within a team environment.

Internal: The position holder will work alongside other ALS Closing the Gap staff. They will also liaise closely with the Policy and Advocacy Manager and regularly interact with ALS staff members on a day-to-day basis.

External: Externally the position holder will be required to establish and maintain relationships with a diverse range of stakeholders, government bodies and funding providers.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission, and values.

- Developing timely advice, detailed briefings, resource materials, reports, correspondence, research projects and submissions on a range of complex Closing the Gap policy and project issues.
- Undertaking research and policy development processes to influence ALS's Closing the Gap policy agenda.
- Communicating and coordinating with stakeholders regarding key Closing the Gap policy issues.
- Engaging with counterparts at Aboriginal community-controlled organisations, non-government organisations and government agencies that are contributing to the work of the JPP, including through coordinating working groups and progressing priority areas of work as agreed by JPP members.
- Developing and maintaining appropriate planning strategies for the effective oversight of policy development and review processes.
- Representing the ALS as appropriate in meetings with a range of internal and external stakeholders.
- Being a spokesperson for the ALS on Closing the Gap matters as required.
- Establishing mechanisms for identifying policy issues of concern to Aboriginal people, communities across the peak bodies and community-controlled organisations to enable input into the work of the JPP.
- Providing support to NATSILS to perform their role as JPP secretariat, including preparing agendas, meeting papers and taking minutes.
- Working alongside ALS data management specialists on data policy issues

SKILLS AND EXPERIENCE

Essential Criteria

To be successful in this position you will need to demonstrate:

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society
- Knowledge and understanding of the Aboriginal community-controlled sector
- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
- Demonstrated experience in policy analysis, policy development and project management
- Demonstrated interpersonal and negotiation skills
- Demonstrated political awareness and astuteness.
- Demonstrated research, analytical and information management skills including the ability to use these to formulate, interpret, analyse, implement, and evaluate policy and program initiatives
- Well-developed oral and written communication skills including a demonstrated ability to communicate effectively with other organisations regarding key Closing the Gap policy issues
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices
- A willingness and ability to travel to regional, metropolitan, and interstate locations for work purposes

Desirable Criteria

- Tertiary qualifications and/or knowledge in the areas of law, social and/or public policy.