

SCHEDULE 1 - POSITION DESCRIPTION

Position title:	Senior Policy Officer
Hours	This is a full time position. It is expected that most work will usually be undertaken between the hours of 9–5 Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.
Team/ Program area	Wesnet
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Classification is linked to Level 6. Conditions are in accordance with the NES and the SCHADS Award. Generous salary packaging is available as WESNET is a registered Public Benevolent Institution.
Reporting to	Deputy CEO and CEO
Tenure	This is an ongoing position however is subject to an ongoing grant agreement. The position is dependent on a satisfactory probationary period and relevant police and working with children checks.
Location	This is a work-from-home position, however applicants from Sydney can access shared work spaces upon request.

Position Summary

The Senior Policy Officer will work to support the CEO and leadership team in ensuring Wesnet provides expert policy advice and representation for our members. It is expected the position will work over broad policy issues relating to violence against women, as well as more specific policy and project work in relation to the intersection between technology and violence against women with a wide variety of stakeholders. This role will involve taking a leading role on our growing Wesnet Policy team, working with both subject matter experts and leadership to advocate for Wesnet's members.

Position Responsibilities

This is a varied role that will involve working in a small team across a number of project areas. Tasks will include:

Policy and submission writing and analysis

- Take a leading role in the development of Wesnet's external policies and positions.

- Under limited direction, draft external policy documents, statements, and submissions (including conducting background research and consultation with Wesnet members and other key stakeholders).
- Contribute at a high level to the maintenance of an evidence-base, including by monitoring new research, legislative changes, and other critical issues.
- Prepare high-level materials (including board papers, briefings, etc) for the Wesnet Board as needed.

Development of Wesnet resources and materials

- Coordinate Wesnet's policy newsletter and assist the broader team in the development of other materials.
- Assist in planning and coordinating educational and explanatory materials for Wesnet members.
- Provide advice to non-policy staff related to the creation of community resources and other documents as required.

Policy and advocacy strategy

- Provide high-level contributions to Wesnet strategic planning, including supporting the CEO and Board by providing advice and assisting with the development of policies and procedures as needed.
- Participate in Wesnet's engagement with external groups, including government, member organisations and others, and assist with other activities as required.
- Take a leading role in identifying policy and advocacy opportunities, including with key organisations and stakeholders, and planning advocacy timetables.
- Assist at a high level in maintaining Wesnet's work with key external groups and experts.

Operational

- Maintain effective manual and electronic filing systems, adhering to record management guidelines and systems.
- Respond, in a timely and effective way, to all contacts and correspondence as required or directed.
- Contribute to the efficient and effective functioning of the team in order to meet organisational objectives.
- Participate in the Performance Development process, including regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role.
- Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at Wesnet and work with the OHS policies.
- Abide by the policies and procedures of Wesnet.
- Ensure all work undertaken in your role is in line with the Strategic Plan and values of Wesnet.
- Contribute positively and consistently to the development and achievement of the relevant annual Operational Plans.

- Proactively finalise and complete an annual Professional Development plan, including booking and arranging assessment.
- Ensure workplace behaviour is consistent with the organisation's Code of Conduct and Conflict of interest statements.
- Perform responsibilities in a manner that reflects, and responds to, a focus on ethical conduct, engagement and continuous improvement.

Other duties may be assigned as needed.

Qualifications and Experience

Industry experience:	<ul style="list-style-type: none"> ● Extensive experience working in the fields of violence against women and girls, ideally with knowledge about the specialist violence and allied frontline service provider sectors. ● Specialist knowledge gained through experience, training or education in relation to gender-based violence and related public policies.
Required education:	<ul style="list-style-type: none"> ● Bachelor's degree or equivalent work experience in a relevant area.
Required experience and skills:	<ul style="list-style-type: none"> ● Advanced written and oral communication skills: for a range of purposes and stakeholders enabling the development and production of clear, accurate, evidence-based policy, submissions, reports, resources, events and communications products for different audiences
Additional experience:	<ul style="list-style-type: none"> ● Experience in online communications including updating websites, developing content for websites and social media platforms and developing communication materials. ● Experience preparing high-level internal materials such as board papers and reports.
Management experience:	<ul style="list-style-type: none"> ● N/A

Key Selection Criteria

1. Ability to work effectively in a small team setting, meet deadlines and take direction, as well as working independently.
2. Keen attention to detail and strong project management skills, including priority setting and management of multiple tasks and deadlines. High computer literacy.

3. Advanced written and oral communication skills for a range of purposes and stakeholders enabling the development and production of clear, accurate, evidence-based policy, submissions, reports, resources, events and communications products for different audiences; friendly and competent communication style.

4. High level understanding of the gendered nature of violence against women in the community. An understanding of social identities and social inequities and how they impact women; an appreciation of feminist frameworks and the application of public policy to women, particularly women from marginalised backgrounds.

5. Demonstrated commitment to the principles and approach of Wesnet and a broad understanding of the community services sector particularly the women's sector.

6. Critical reasoning skills, judgment, resilience and personal attributes that enable you to interact effectively and harmoniously with other people ie: leadership, teamwork, communication skills, problem solving skills, work ethic, flexibility/adaptability, and other interpersonal skills.

7. Commitment to the agency vision and values and an understanding and commitment to a feminist philosophy.

Additional Information

- The position is a work from home position.
- A police check and Working With Vulnerable People/Working with Children registration will be required.

Office Hours

It is expected that most work will usually be undertaken between the hours of 9am-5pm Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.

Relationship to performance development and review

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of induction and probationary period and then annually.

Wesnet conditions and benefits

Wesnet is a Public Benevolent Institution and generous Salary Packaging is available to staff through our provider <https://eziway.net.au/#>

Wesnet aims to provide a family-friendly workplace offering flexible working arrangements within operational requirements.

Benefits include:

- flexible working hours as agreed to assist in work/life balance within operational requirements.
- study leave, professional development and training, and a commitment to staff safety.

No overtime will normally be paid (unless specifically agreed in writing).

Copyright and Intellectual Property

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs that are produced or to which a contribution is made in the course of undertaking the employment remain the sole property of Wesnet Inc. The contributions of the employee to major pieces of written or other work will be properly acknowledged in writing on the report or product.

How to apply

To be considered for shortlisting and an interview, your application must include:

- Cover letter
- A statement that describes your suitability against each of the key selection criteria detailed in the Position Description.
- A resume containing your contact details, a summary of work experience, details of qualifications and education.
- Referees - if offered an interview, you will be required to provide details of at least two referees - ideally, one should be your current or most recent supervisor from your most recent employer, and another supervisor with knowledge of your work performance.

Application deadline: The final date for receipt of applications will be 9am AEST 3rd November. Late applications will not be considered; however, Wesnet does reserve the right to extend the final date if a suitable applicant is not found.

Applications must be submitted via email to jobs@Wesnet.org.au

- The position description is available at <http://www.Wesnet.org.au/jobs>
- If you need additional information about the position, please send your written enquiry to jobs@Wesnet.org.au.
- A Single PDF is preferred.
- PLEASE NOTE: Applications that do not comply with the above will not be considered.