

Western Australian Council of Social Service

Position Description

Position Title	Senior Policy and Project Officer
Classification Level	SCHADS Industry Award 2010 WACOSS Staff Agreement Salary Scale – Level 4 Full-Time fixed term contract till December 2023 with a possibility of extension Level 4 Salary – between \$99,021 to 102,982 (dependant on experience) plus superannuation
Reporting line	Deputy Chief Executive Officer

ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society.

As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.

To create equitable and empowered communities WACOSS works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.

WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide.

KEY PURPOSE:

Working with the Executive and Social Policy Teams, the Social Policy and Project Officer will undertake a variety of policy, project and advocacy work that promotes the wellbeing of all Western Australians, particularly people and communities who live with disadvantage and vulnerability.

KEY RESPONSIBILITIES:

<p>Social Policy</p>	<ul style="list-style-type: none"> • Research, monitor and analyse key areas of social policy with a focus on health equity, gender equity and other relevant issues affecting Western Australians on low incomes and experiencing disadvantage • Formulate evidence-based policy, position papers and develop submissions documents in line with WACOSS strategic priorities and goals • Undertake consultation with service providers and people with lived experience on social service issues to inform policy priorities, submissions and recommendations • Represent WACOSS policy positions to Government and other stakeholders • Develop and deliver social policy information, events, education and training to stakeholders • Work closely with Communications and Advocacy team to prepare and disseminate information to WACOSS members and broader community
<p>Project co-ordination</p>	<ul style="list-style-type: none"> • Coordinate the activities, the planning, evaluation and reporting of discrete work area/s as stipulated in the Grant Agreement's statement of requirements • Elevate priority for equitable access to services and ensure that due consideration is given to addressing the needs of different population groups in WA health system planning and policymaking • Work in partnership with senior government representatives and sector stakeholders to implement the Sustainable Health Review Final Report recommendations, with a key focus on health equity outcomes • Design and implement appropriate sector engagement processes to achieve Project outcomes
<p>Community development and partnerships</p>	<ul style="list-style-type: none"> • Build positive relationships and collaborate with community organisation representatives and decision makers to progress key pieces of work, facilitate sector engagement and co-develop policy. • Form and promote strategic alliances with other organisations, networks and interest groups relevant to the work of the organisation • Enable non-government services to contribute and participate in the development of social policies and programs through consultation, workshops or other relevant activities
<p>WACOSS</p>	<ul style="list-style-type: none"> • Participate in team meetings, the development of strategic and operational plans and other internal processes as required

	<ul style="list-style-type: none"> • In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work • Demonstrate commitment to WACOSS Mission, Purpose and Values
Other duties	<ul style="list-style-type: none"> • Other tasks as appropriate, relevant and directed

SELECTION CRITERIA:

Essential

- Demonstrated policy, research and analytical skills
- Highly developed written and verbal communication skills
- Ability to produce reports, submissions, tenders and strategic plans
- Sound knowledge of current Federal, State and non-government social policy issues
- Excellent interpersonal, relationship building and stakeholder management skills with the proven ability to engage with academic and professional stakeholders
- Ability to work independently, flexibly and use initiative to problem solve in a fast-paced and changing work environment
- Excellent computer, organisation and administration skills
- Relevant tertiary qualification and/or professional experience
- Current Police Clearance and WA driver's license
- An ability to support and operate within the WACOSS Mission, Purpose and Values

Desirable

- Well-developed understanding of the current context in gender equity and the social determinants of health
- Knowledge of community service delivery providers and stakeholders
- Post graduate tertiary qualification
- Experience in coordinating and managing policy project work

Signed:	Louise Giolitto
Title:	CEO
Date:	20/01/2023