

Senior Policy Officer (Aboriginal) Position Description

Division/Branch/Unit	Advocacy
Salary Classification	Grade 5
Employment type	Permanent
Date of Approval	16 January 2018

Primary purpose

The Senior Policy Officer (Aboriginal) has a cross organisation role. The role is responsible for assisting LGNSW's advocacy and to provide advice on local government policy issues as required. The position will provide advice, information, capacity building and other support to councils on emerging and on-going policy issues. The position will research, develop and implement policies and strategies relevant to local government in a wide range of areas. The position will also develop LGNSW's position on Aboriginal issues and encourage Aboriginal people to participate in Local Government as elected councillors or through employment.

This is an identified position for Aboriginal and Torres Strait Islander people only.

Key accountabilities

- Contribute to a positive, collaborative and innovative organisational culture, providing insight and input to strategic planning and contribute actively to the success of the organisation
- Develop draft submissions and reports, for consideration by LGNSW Board, Executives, and members
- Respond to new and emerging issues quickly and flexibly
- Provide support and advice on local government policy issues as required.
- Liaise with key stakeholders effectively to ensure policy positions are coordinated, aligned to member and stakeholder feedback and consistent with LGNSW positions
- Participate in review of LGNSW's policy positions to ensure commitment to recognition of the unique place of Aboriginal people in NSW and the right of Aboriginal people to be involved in all decisions affecting Aboriginal communities
- Maintain knowledge of LGNSW's on-going positions to provide advice to councils and other stakeholders as necessary
- Maintain a detailed knowledge of Aboriginal Affairs and programs to identify and respond to emerging issues within policy framework

Key challenges

- Managing conflicting positions
- Maintaining effective communications with members and stakeholders.
- Maintaining awareness of all plans and policies under development
- Engaging effectively with members and stakeholders
- Developing policy positions where members views are divergent
- Balancing competing priorities, deadlines and inputs.

Key relationships and role dimensions

Who	Why
Strategy Manager	<ul style="list-style-type: none">• Receive broad guidance and direction• Provide expert policy area advice and exchange information
Colleagues	<ul style="list-style-type: none">• Develop and maintain effective relationships• Collaborate on issues, exchange information and work with colleagues to develop policy positions, provide advice and seek feedback
External and other bodies	<ul style="list-style-type: none">• Develop and maintain effective relationships• Maintain Aboriginal networks• Maintain awareness of key issues to inform LGNSW's policy positions• Ensure stakeholders are regularly updated• Keep informed of issues in relevant professional area• Maintain professional networks

Decision making

- Operate under direction of Strategy Manager
- Accountable to LGNSW for delivery on assigned outcomes.

Reporting line

The position reports to Strategy Manager.

Direct reports

The position has no direct line management responsibilities.

Essential requirements

- Must be of Australian Aboriginal / Torres Strait Islander descent
- Analytical, strategic thinking and research skills
- High level verbal and written communication, presentation and negotiation skills, including ability to communicate with Aboriginal people and communities and to build and maintain relationships
- Ability to work with others at all levels, to work productively with minimal supervision and to set priorities
- General knowledge of council practices and policies, NSW legislation and the political environment local government operates in
- Computer literacy
- Experience in or understanding of state and local government and Aboriginal Affairs
- Relevant Tertiary Qualifications or equivalent experience