

Division/Branch/Unit	Advocacy
Salary Classification	Grade 5
Employment type	Permanent
Date of Approval	Approval by CE

Primary purpose

The Senior Policy Officer is part of the Advocacy Division of LGNSW. The role is responsible for representing the views of our members to achieve outcomes for Local Government. The position will research, develop and implement policies and strategies in consultation with stakeholders in the best interests of LGNSW and its members with the approval of the Executive and Board. The position will provide advice, information, capacity building and other support to councils on emerging and on-going policy issues and develop LGNSW's position on these issues.

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
- Provide expert advice and support to guide the delivery of consistent and effective high quality policy outcomes
- Actively maintain a detailed knowledge of subject area to identify and respond to emerging issues within policy framework
- Maintain knowledge of LGNSW's positions to provide advice to councils and other stakeholders as necessary
- Maintain a valuable understanding of the NSW legislative and political environment to inform your work
- Effectively liaise with key stakeholders to ensure policy positions are coordinated, aligned to member and stakeholder feedback and consistent with LGNSW position
- Develop high-quality draft papers, submissions and reports for consideration by LGNSW Executives, the Board, member councils and stakeholders
- Develop evidence-based policy positions that influence the position of external bodies
- Identify and respond to new and emerging issues quickly and flexibly, to help drive the LGNSW agenda
- Satisfy requirements of funding body within time frames agreed in contract between LGNSW and funding body (where applicable)
- Participate in annual review of LGNSW's' policy positions

Key challenges

- Maintaining awareness of all plans and policies under development
- Initiating new policy ideas for LGNSW
- 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, advocacy strategies for those positions, provide advice and seek feedback
Councils	<ul style="list-style-type: none">• Develop and maintain effective relationships
NSW government agencies	<ul style="list-style-type: none">• Maintain awareness of key issues to inform LGNSW's policy positions
Other local Government	<ul style="list-style-type: none">• Ensure stakeholders are regularly updated
Associations	<ul style="list-style-type: none">• Keep informed of issues in relevant professional area
Sector interest groups and peak bodies	<ul style="list-style-type: none">• Maintain professional networks
Professional networks	

Decision making

- Operate with a high degree of autonomy within the responsibilities of the role
- Accountable to LGNSW or funding body (if applicable) for delivery on assigned outcomes

Reporting line

The position reports to Strategy Manager Infrastructure and Planning

Direct reports

The position has no direct line management responsibilities.

Essential requirements

- Tertiary qualification and extensive experience in policy and research activities in one or more of the following areas: roads and transport, (including planning, infrastructure and asset management), emergency services, telecommunications and public land management.
- Excellent analytical skills
- Strategic thinking
- Demonstrated high level verbal and written communication and presentation skills
- Demonstrated experience in a public policy environment
- Planning and negotiation skills, and ability to exercise sound judgment
- Experience in priority setting, report and agenda writing
- Knowledge of relevant legislation, and government policies in subject area
- General knowledge of council practices and policies
- Understanding of NSW legislative and political environment
- Demonstrated ability to work with others across the organisation, and at all levels
- Demonstrated ability to work productively to achieve results, with minimal supervision