



# Policy Officer

## Position Description

<b>Position Title</b>	Policy Officer
<b>Business Unit</b>	Policy & Impact
<b>Employment Type</b>	Fulltime
<b>Reports To</b>	Assistant Director, Policy & Impact
<b>Direct Reports</b>	Nil
<b>Location</b>	Ground Floor, 103 Northbourne Avenue, Turner ACT 2612

***Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity (under section 51 of the Equal Opportunity Act 1984)***

## About Us

[Gayaa Dhuwi \(Proud Spirit\) Australia](#) is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a community-controlled organisation, it is governed and controlled by Aboriginal and Torres Strait Islander experts and peak bodies, working in these areas to promote collective excellence in mental health care.

Established in 2020, on the back of extensive work of the National Aboriginal and Torres Strait Islander Leadership in Mental Health, our work is guided by the tenets of the Gayaa Dhuwi (Proud Spirit) Declaration.

Gayaa Dhuwi works with its members, networks, and partners to achieve the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander peoples.

Our membership includes Australian Indigenous Doctors Association, Australian Indigenous Psychologists Association, Indigenous Allied Health Australia, and the National Aboriginal Community Controlled Health Organisation. These Aboriginal and Torres Strait Islander peak bodies collectively represent nearly 300 organisations and more than 2,000 individuals.

Through our Councils and Collaborative Networks, we promote collective excellence by enabling Gayaa Dhuwi to be an inclusive, representative voice, leader, and advocate for system-wide change.

## Our Team

Working on-site at our Canberra office, you will enjoy working within a small but dedicated and high performing team who are committed to delivering impactful change and meaningful health and wellbeing outcomes for Aboriginal and Torres Strait Islander people. You will appreciate working in a culturally safe, inclusive, harmonious, and highly collaborative environment at Gayaa Dhuwi, which incorporates Indigenous Knowledges, cultural values, and ways of working within policy, strategy,



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governance, and business operations. You will share our excitement at being an integral part of building an enduring and influential national Aboriginal and Torres Strait Islander peak body.

### About the Role

The Policy Officer supports the development, implementation, and evaluation of policies and strategies to improve the social and emotional wellbeing of Aboriginal and Torres Strait Islander communities in relation to the Social and Emotional Wellbeing Policy Partnership. You will contribute to research, policy analysis, stakeholder engagement, and project support to contribute to evidence-based policy recommendations and reports.

### About You

We are seeking motivated and committed people with:

- Experience working with Aboriginal and Torres Strait Islander peoples and communities and within the not-for-profit sector.
- Tertiary qualifications in health and/or relevant professional experience.
- Demonstrated relevant experience developing and implementing strategies that produce tangible and measurable outcomes.
- Demonstrated high level organisational and time management skills, with proven ability to work under pressure.

### Key Responsibilities

1. **Policy Development:** Assist in research and analysis of policy issues, contributing to the development of policy briefs, papers, and submissions.
2. **Research:** Support evidence gathering and data analysis activities, helping to compile information that informs policy development and decision-making.
3. **Stakeholder Engagement:** Participate in stakeholder meetings and forums, support the engagement process to gather insights and feedback relevant to policy initiatives.
4. **Documentation and Reporting:** Assist in preparing reports, briefing documents, and presentations to communicate policy findings and recommendations to various audiences.
5. **Project Support:** Provide support for policy-related projects, ensuring tasks are completed efficiently and contribute to the team's objectives.
6. **Knowledge Sharing:** Contribute to the team by sharing insights and learnings from research and engagement activities.
7. **Professional Development:** Engage in opportunities for skill development and professional growth, staying informed of best practices and emerging issues in Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention policy.
8. Other duties as required.



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### Required Outcomes

<b>Leadership and Accountability</b>	Offers technical and policy expertise to enhance business unit outcomes, mentors' junior staff, contributes to strategic planning, drives innovation, and upholds risk management practices.
<b>Job Context and Environment</b>	Possesses comprehensive knowledge of organisational roles and the impact of work on strategic outcomes, stays informed about legislative changes affecting work objectives.
<b>Independence and Decision Making</b>	Operates independently within expertise area, makes impactful decisions with minimal guidance, conducts thorough research for evidence-based conclusions, and addresses issues proactively.
<b>Stakeholder Management</b>	Engages with stakeholders on various issues, maintains and develops relationships, supports networks, and facilitates stakeholder support during changes.
<b>Management Diversity and Span</b>	Supervises and ensures quality of work, may conduct specialised research, or provide policy advice, sets work priorities, manages performance feedback, and oversees some corporate functions.

*Responsibilities and capabilities are aligned with the [APS work level standards](#).*

### Benefits

- Competitive salary package, which includes superannuation, four weeks annual leave with leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements of working from home two days per week and the office three days per week.
- Professional development support and mentoring from the CEO and executive leadership team.

### Additional Notes

- Work outside of the normal hours of duty may be required which will be compensated through the accrual of TOIL and flexible working agreement.
- Employment will be subject to a Criminal History Check and Working with Vulnerable People Check.
- Travel to other parts of Australia may be required from time to time.