



Senior Policy Officer

Position Description

Position Title	Senior Policy Officer
Business Unit	Policy & Impact
Employment Type	Fulltime
Reports To	Assistant Director, SEWB Policy Partnership
Direct Reports	Nil
Location	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 Senior Policy Officer plays a crucial role in supporting the development and implementation of policies and strategies that improves the social and emotional wellbeing of Aboriginal and Torres Strait Islander communities in relation to the Social and Emotional Wellbeing Policy Partnership. You will engage in research, policy analysis, project management and stakeholder consultations 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:** Conduct comprehensive policy analysis, identifying trends, challenges, and opportunities to inform the development of policy papers, briefs, and submissions that align with the organisation's goals.
2. **Research and Evidence:** Lead research efforts to gather and synthesize evidence, utilizing a range of qualitative and quantitative methods. This include critically analysing existing literature, policy documents, and data to support evidence-based policy development.
3. **Stakeholder Engagement:** Engage with and facilitate discussions among a diverse range of stakeholders, including Aboriginal and Torres Strait Islander communities, government agencies, and non-government organisations, to gather insights and build consensus on policy issues.
4. **Documentation and Reporting:** Prepare comprehensive reports, briefings, and submissions to a high standard, clearly articulating policy positions, research findings, and recommendations to inform decision-making processes within the organisation and among external stakeholders.
5. **Project Management:** Lead, manage and deliver projects and initiatives, ensuring they align with organisational objectives, are completed within agree timelines, and achieve desired impacts. This includes planning, implementation, and evaluation stages.



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- 6. Policy Guidance and Mentoring:** Provide policy advice within the team drawing on a deep understanding of issues impacting Aboriginal and Torres Strait Islander people. Provide guidance and mentorship to junior staff on policy analysis and development processes.
- 7. Continuous Improvement:** Actively contribute to the continuous improvement of policy processes and outputs. Encourage innovation by staying informed of emerging trends, policy approaches, and best practices in Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention.
- 8. Other duties as required.**

Required Outcomes

Leadership and Accountability	Offers specialist expertise and advice, ensures compliance with all relevant frameworks, sets priorities, fosters team unity, drives strategic and innovative initiatives, and evaluates risk management effectiveness.
Job Context and Environment	Possesses comprehensive understanding of organisational roles and impacts, stays alert to strategic changes affecting work objectives, and maintains performance insight within policy contexts.
Independence and Decision Making	Operates independently, making complex decisions with minimal revision needed, applies expert judgment in governance, and addresses significant work area impacts with strategic problem-solving.
Stakeholder Management	Leads in cultivating stakeholder relationships to meet organisational goals, anticipates stakeholder needs, supports through changes, and represents the organisation in broader forums.
Management Diversity and Span	Supervises and ensures high-quality team output, engages in strategic work planning, manages resources efficiently, and focuses on developing team expertise and capacity.

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.