**JOB DESCRIPTION**

**Principal policy officer**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for leading and conducting advocacy projects within the Centre for Research, Innovation and Advocacy, and providing policy advice and resources for activities across Uniting. You will also support high quality research projects. These may include internal research (often with a focus on practice improvement, or supporting innovation or advocacy), and large-scale external research partnerships with universities and other relevant organisations

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Research and Social Policy team in the Mission, Communities and Social Impact team through the following:

* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular monthly reports.
* Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.

As the Principal policy officer, your role specifically will:

* Support operational priorities. Design, and undertake or supervise social policy analysis, consultations and evaluation of Uniting practices and programs to inform practice change, model design and policy/systems change.
* Conduct transformative social policy analysis. Contribute to the identification of long-term research and policy analysis priorities, and to the design and conduct of projects to achieve them.
* Support partnership. Contribute to building relationships :
  + within Uniting (to ensure our research and social policy analysis is aligned with organisational need, and translates into practice change and model design),
  + with sector partners (to support the conduct and dissemination of our social policy analysis, and to build capacity of RSP and other teams at Uniting), and
  + with external partners (to ensure our research and social policy analysis is informed by knowledge of sector trends, and coordinated with others).
* Dissemination and translation. Produce high-quality research and policy publications including working papers, reports, practice briefing notes, submissions, refereed journal articles. Present findings at workshops, conferences and seminars.
* Other duties as required, including:
  + Represent RSP on internal or external reference groups, working groups or project teams.
  + Provide specialist advice and support to RSP or other Uniting staff engaged in, or using, research and policy analysis.
  + Maintain ethical research standards by preparing ethics applications for internal research and evaluation projects and undertaking reviews of unsolicited external proposals

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your classification:** Staff Member (Award Free or Burnside Award if applicable)

**Your directorate:**  Practice and Quality

**You’ll report to:** Research and Social Policy Lead

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Tertiary/Bachelor qualification in a relevant business field or equivalent experience

**Experience:**

Typically this role will require 3 or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Three to five years’ experience in social policy development and analysis including preparation of submissions, policy papers and briefing notes
* Demonstrated understanding of Government processes and means of influencing public policy
* Excellent written and oral communication skills with the capacity to prepare material to meet the needs of diverse audiences
* Strong project planning and management skills and capacity to lead project teams
* Ability to manage own workload and to work independently or as part of a small team on a number of projects
* Excellent interpersonal skills and the ability to work collaboratively with staff and programs across Uniting and with external stakeholders (including government agencies, community organisations and universities)
* A commitment to social justice and a firm interest in the research and policy areas covered by Uniting

**Even better:**

* Higher degree qualification in a relevant discipline
* Experience in policy development in child and family welfare, early learning, disability and/or aged care services.
* Experience developing and contributing to policy and research projects in partnership with Aboriginal people, staff and/or communities
* Knowledge of and experience in quantitative and qualitative research methodologies and program evaluation, sufficient to manage externally-conducted projects.

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| **Employee Name:** | Insert employee name | **Manager’s Name:**  **Title** | Insert manager’s name  Insert manager’s title |
| **Date:** | Insert date | **Date:** | Insert date |
| **Signature:** |  | **Signature:** |  |