**POSITION DESCRIPTION**

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| **POSITION TITLE** | Senior Policy Officer |
| **DIVISION** | Social Policy and Research Centre (SPARC) |
| **DEPARTMENT** | Youth Opportunity Team |
| **REPORTS TO** | Research Fellow, Youth Opportunity Team |

**ORGANISATIONAL PURPOSE**

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty.
We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

**DEPARTMENT PURPOSE**

The Social Policy and Research Centre (SPARC) has responsibility for seeding new approaches to social policy, programs and practice that help shape a better future for individuals, families and communities experiencing poverty, inequality and social exclusion.

**POSITION PURPOSE**

The Senior Policy Officer position will conduct applied social research and policy within the youth employment policy agenda of the National Youth Employment Body (NYEB) and SPARC’s strategic framework. The NYEB was established by the Brotherhood of St Laurence in 2018 to enable a coordinated, multi-sectoral, place-based response to youth unemployment. The aim of the NYEB is to enable collaborative place-based efforts that build the conditions for young people to secure decent work while addressing the needs of industry for a diverse and adaptable workforce. The NYEB is building on international evidence and the Brotherhood’s research, policy and practice experience in developing and delivering innovative education and employment models. The Senior Policy Officer will contribute to the on-going development of a policy framework with portfolio themes including skills and training, social infrastructure and employment services. The Senior Policy Officer will work closely with the Principal Research Fellows, contributing to the broader NYEB program of evaluation, research and policy work, as well as with a team of research and practice staff, in the development of policy advocacy outputs and in enabling policy influencing opportunities with state, territory and federal policy stakeholders.

**KEY RESPONSIBILITIES**

**Policy development, influencing or advocacy activities**

* Contribute to the translation of social policy ideas within the NYEB, including in the areas of skills and training, social infrastructure and employment services.
* Contribute to the development and implementation of the NYEB’s youth employment policy agenda.
* Contribute to the identification and management of the NYEB’s research and policy priorities.
* Contribute to BSL policy development, influencing or advocacy activities, particularly as they relate to the advocacy agenda of the NYEB.
* Monitor, analyse and report on social policy trends in youth employment.
* Contribute to the development of evidence and knowledge base within youth employment.
* Establish and maintain relationships with key policy and other relevant organisations and individuals to foster opportunities for advocacy and knowledge transfer relevant to the NYEB.
* Manage the design and delivery of a series of cross sectoral events and forums with local, state and national youth employment stakeholders.
* Manage the preparation and presentation of policy briefs and reports, including written briefs and policy presentations.
* Actively participate in the development of collaborative policy agenda with SPARC and Youth Transitions team staff.
* Contribute to and/or support the development of submissions as agreed with Manager.

**Administration and management**

* Support the overall SPARC strategic leadership and management.
* Contribute to the development of funding proposals and submissions.
* Contribute to the identification of funding sources and partnership opportunities.
* Undertake administration and management tasks.
* Contribute to and/or collaborate on the implementation of dissemination and promotion strategies including; making presentations, hosting events, authoring and co-authoring peer reviewed and other publications.
* Contribute to collaboration in BSL internal engagement.
* Engage in external engagement, where relevant.
* Contribute to the promotion of SPARC activities.
* Carry out duties consistent with the scope and level of the position as directed by the Manager.
* Work collaboratively within teams to achieve common goals.
* Demonstrate a commitment to BSL’s quality framework and culture by participating in and promoting quality actions through continual improvement activities.
* In collaboration with manager, set goals and objectives to ensure outcomes are met.
* Model BSL’s values and adhere to the Code of Conduct in everyday work practices.
* Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
* Other duties as required.

**SCOPE OF RESPONSIBILITY**

Direct Reports *none*

Indirect Reports *none*

**KEY SELECTION CRITERIA**

**Career Experience:**

* A social science or policy degree with extensive relevant policy experience or an equivalent combination of relevant tertiary education and policy experience.
* Developed knowledge of the field of youth employment, including current issues and debates in research and policy.
* Developed understanding of the social research and policy environment, including contemporary issues.
* Developed knowledge of relevant ethical research practices and codes.
* Developed policy analysis skills.
* Developing leadership skills.
* Demonstrated presentation skills.
* Demonstrated stakeholder engagement skills.
* Capacity to develop media skills.
* Capacity to develop negotiation and management skills.
* Capacity to develop stakeholder engagement skills.
* Demonstrated project management and organisational skills, including the ability to manage staff, plan workload, prioritise and meet deadlines.
* Well-developed interpersonal and communication skills to build effective relationships, advise and liaise with a broad range of people across all levels, both internally and externally including people of all ages and from diverse cultural and socioeconomic backgrounds.
* Demonstrated proficiency with bibliographic software such as Endnote and Microsoft office software (Word, Excel, Access etc).

**Personal Qualities:**

* Seeks the common good - through compassion, a generosity of spirit and reliance on evidence.
* Collaborative – work with others to achieve common goals; a spirit of teamwork, and staff support.
* Strong attention to detail.
* A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
* Understanding of and empathy with the values and ideals of the Brotherhood of
St Laurence.

**MANDATORY EMPLOYMENT CRITERIA**

* Specific work requirements include work-based travel, attendance at a variety of different work locations.
* Proof of eligibility to work in Australia is required.
* A satisfactory Police Check is required - BSL will support successful candidates in this process.
* A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.