



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Policy Advisor			
<b>POSITION NO:</b>		707200	<b>CLASSIFICATION:</b>		Band 6
<b>DIVISION:</b>		Community Wellbeing			
<b>BRANCH:</b>		Social Strategy and Community Development			
<b>UNIT:</b>		Social Strategy			
<b>REPORTS TO:</b>		Senior Coordinator Social Strategy			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.*

## POSITION OBJECTIVES

- Conduct detailed and timely policy and strategy research and analysis and coordinate processes to inform the development, implementation and evaluation of policies, strategies and specific projects.
- Prepare evidence-based reports and policy papers on matters of social policy and strategy that are important and relevant to Council and its community.
- Assist in the monitoring and following up of all internal and external requests for information, including the preparation of responses to correspondence from a variety of audiences.
- Work with established networks and liaise with government agencies, as well as professional and industry associations, to identify and act on opportunities for collaboration or engagement on social issues relevant to Council and its

community.

- Help monitor the public service, political, media, academic and other relevant environments to identify social policy issues important to Council and assist in the preparation of responses to these matters.
- Prepare and proactively manage a variety of program and project plans, including timelines, key milestones, budgets, procurement and resourcing requirements, including working closely with the Senior Policy Advisor and Senior Coordinator Social Strategy.

## ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

Yarra City Council has a proud history in advocacy, social planning and community development. Yarra is a rich and diverse municipality both in terms of its population and its dense network of community based agencies.

### Community Wellbeing Division

The Community Wellbeing division promotes and enhances community well-being through funding programs, service provision and community partnerships.

Services include: maternal and child health, family support, youth services, aged and disability services, arts and cultural development, library services, family and children's services, social policy and venues and events.

Community Wellbeing is committed to achieving the organisational goals outlined in the Council Plan. Works to improve community wellbeing as well as to increase resident participation in public life through five broad approaches:

1. Understanding local issues and opportunities
2. Developing and implementing key plans and strategies
3. Partnerships and projects
4. Advocacy and lobbying from a rights based approach
5. Supporting and enhancing community participation.

The Senior Policy Advisor will be part of **Social Strategy and Community Development Branch** in the **Community Wellbeing Division**

The **Social Strategy and Community Development Branch** focuses on the development of responsive social strategy, planning and research with an emphasis on community development, encouraging community connections and growth in community capacity.

The branch responds to social and community issues through partnerships and planning. This means identifying local issues through research and consultation, bringing together and leading local stakeholders, lobbying and advocating to other agencies and levels of government and supporting the delivery of local services that promote community health and wellbeing.

1. *Social Strategy*: Respond to social issues in the municipality and address local community needs for Council by delivering social research services and providing objective and evidence-based policy advice. Fostering partnerships with other agencies, levels of government and community organisations and delivering strategies such as the Municipal Public Health and Wellbeing Plans (including

Community Safety), Gambling Policy, Licensed Premises Policy, Yarra Pricing Policy, and Social and Affordable Housing Strategy and Homelessness Strategy.

2. *Community Development*: Help create an environment where community-led solutions to social issues can be developed, promoted and implemented by Council through policies, strategies and programs, recognising that community involvement in identifying and addressing local matters is key to policy success. In collaboration with local community organisations, groups and others, deliver key programs and strategies such as the Community Grants Program, Neighbourhood Houses and Learning Centres Network, Volunteering Strategy, Multicultural Partnerships Plan (Multicultural Advisory Group, Yarra Settlement Forum Yarra and Interfaith Network) and Community Strengthening Policy Framework.

## **ORGANISATIONAL RELATIONSHIPS**

Position Reports to:	Senior Coordinator Social Strategy
Internal Relationships:	The Officer will work with staff at all levels of the organisation.
External Relationships:	The Officer is required to negotiate and maintain a professional relationship with a range of Federal, State, Regional and Local Government agencies; public and private, sector agencies, peak bodies, and advocacy organisations.
Project Management:	The Officer will be allocated portfolio responsibility for particular areas of work. The Officer will be required to take lead responsibility for their portfolio areas and to proactively establish and coordinate internal / external project teams to progress these projects.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

- Provide timely information and advice to the Senior Coordinator, Manager, Director, other staff and the Executive and Council on a range of social issues and delegated projects.
- Undertake research and prepare reports, submissions, manuals and procedures on a range of issues relevant to the position.
- Develop papers, briefings, speeches, reports, project briefs etc., relevant to the position.
- Develop project briefs, assist in procurement and oversee contractors and suppliers as needed.
- Assist in the monitoring and following up of all requests for information, including the preparation of responses to correspondence.
- Maintain knowledge and understanding of policy developments, legislative changes, human and health services, government and non-government initiatives and social trends affecting local governments and local communities.

- Contribute to the development of strategies across the organisation that will enhance the capacity of Council deliver efficient and effective services to the community.
- Maintain close liaison and develop effective working relationships within Council and with other Councils, as well as government and non-government agencies, professional bodies, and working parties in relation to matters relevant to the position
- Positively participate in a dynamic work environment which encourages a team based approach to projects and responsibilities.
- Other duties as required.

## **JUDGEMENT AND DECISION MAKING**

- The objective of the position and the responsibilities are well defined.
- Guidance and advice would usually be available within the time required to make a decision.
- Judgement is required in relation to choosing the most appropriate method, process and resources from available alternatives to complete the given tasks.
- The incumbent will uphold the values of the organisation and will actively role model these values internally and externally.
- Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Social Policy.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Policy Advisor is directly accountable to the Senior Coordinator Social Strategy with regard to their portfolio responsibilities outlined in this Position Description.
- The authority to act is governed by clear objectives, budgetary constraints, statutory requirements and regular prior consultation with the Senior Coordinator Social Strategy.
- The authority to act in the provision of specialist advice to the public is subject to clear guidelines and prior consultation with the Senior Coordinator Social Strategy.
- The Policy Advisor is required to report regularly to the Senior Coordinator Social Strategy to ensure consistency with the Branch's objectives.

### ***Safety & Risk***

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.

### ***Sustainability***

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
  - Protecting the Future

- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

### **JUDGEMENT AND DECISION MAKING**

- The position is required to make decisions ranging from those associated with day to day matters to more complex issues regarding policy development and implementation which require a high degree of creativity, originality and innovation.
- Matters of a particularly sensitive nature should be brought to the attention of the Senior Coordinator Social Strategy.
- The incumbent will uphold the values of the organisation and will actively role model these values internally and externally.

### **KEY COMPETENCIES**

### **SPECIALIST KNOWLEDGE AND SKILLS:**

#### **Experience:**

- Ability to design and deliver social research and analysis under direction
- Transformation of data and other intelligence into accessible and meaningful findings
- Identification and sourcing of relevant literature (grey or academic), synthesising information and reporting findings
- Production of chapters or complete reports on social research and social policy matters (both with or without direction)
- Some experience and the ability to speak and present publicly in professional and/or comparable forums
- Understanding of long term goals and policies of the Unit and Branch, and the wider organisation
- Demonstrated experience in the development and articulation of creative ideas and can project how these can link to innovations and foster a culture of continuous improvement
- High-level administrative skills including:
  - computer skills including Microsoft Office suite and intermediate to advanced Excel skills are preferred, and
  - experience in the financial management of project and portfolio budgets including the ability to deliver on time and within budget is preferred.

**Management Skills:**

- Skills in managing time, setting priorities, planning and organising one's own work
- Ability to work independently and in a team
- Ability to liaise and work effectively across Council and with external groups.
- Capable of managing contractors, suppliers and associated procurement processes for specific programs and projects, under direction.

**Interpersonal Skills:**

- Ability to gain co-operation and assistance from Council officers and external stakeholders
- Ability to solve problems through discussion, negotiation, relationship-building, teamwork and creativity.
- Ability to liaise with counterparts to discuss specialist matters within the organisation to resolve intra-organisational problems

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification in the social sciences or related fields is essential.
- Experience in a similar role, preferably in local government or comparable context, is essential.

**KEY SELECTION CRITERIA**

1. Demonstrated theoretical knowledge and applied skills in policy and strategy analysis, development, implementation, review and evaluation.
2. Proven capability to write succinctly, objectively and with clarity in a range of formats and for a variety of audiences, such as policy papers, discussion papers, reports, public inquiry submissions and letters.
3. Ability to build and continuously develop specialist and expert knowledge and to apply this successfully in a work setting.
4. Proven ability to solve problems through discussion, negotiation, relationship-building and team work.
5. Proven ability to develop and maintain constructive relationships with internal and external stakeholders.
6. Demonstrated ability to effectively manage time, set priorities and organise own workload.
7. Solid computer skills, especially in the use of programs such as the Microsoft Office Suite with a demonstrated capability to learn to use new technology with ease.
8. Highly developed written and verbal communication, including drafting articulate and accessible briefs, reports, and policy papers and presenting at public forums.