



## Position Description - Senior Policy Officer

---

### Role Context

Shelter NSW has been operating since 1975 as the state's peak housing policy and advocacy body. Our vision is *"A secure home for all"*. We pursue our vision through critical engagement with policy and practice and thought leadership. We provide systemic advocacy and advice on policy, planning and legislation for the whole NSW housing system to resolve housing inequality and we seek to ensure that the voices of housing consumers are included in our policy responses and review. Our approach involves engaging, collaborating and connecting with Government, the private and not for profit sectors, stakeholders and consumers. Our research centres on the causes of inequity and injustice in the housing system and we advocate solutions that aim to make the housing system work towards delivering a fairer housing system for all.

Shelter NSW is independent, non-partisan and does not represent any particular industry or sector. We are part of a national network of Shelter organisations. A national body, National Shelter brings together all the state and territory organisations as members.

**Responsible to:** The Chief Executive Officer

**Status of position:** Permanent

**Hours:** 35hrs per week. (Part time hours may be considered) Flexible working conditions

**Salary:** \$92,000 to \$102,900, plus superannuation and leave loading

**Conditions:** The Social, Community, Home Care and Disability Services Industry Award and Shelter/ASU Enterprise Agreement (Above Award).

**Location:** The position is based in Sydney CBD.

### Role Purpose and Emphasis

Through collaboration with the Shelter NSW team, members and external stakeholders and in accordance with the Shelter NSW vision, strategy and operational plan the role:

- researches, consults and develops policy positions on housing issues to effect systemic policy change;

- leads on research and drafting of Shelter NSW briefs, major policy papers and submissions to Government and relevant industry groups/bodies;
- collaborates with researchers and stakeholders in the concept design and oversight of commissioned formal research in accordance with Shelter NSW research agenda;
- represents Shelter NSW in partnership projects, at events and working/reference groups as required;
- supports the design, implementation and evaluation of targeted housing campaigns.

## **Key accountabilities**

### **Policy Research and Advocacy**

- Undertake policy analysis, development and advocacy in assigned areas of housing policy. This includes developing policy positions and policy statements, submissions, briefing papers, reports and articles that are succinct, clear, evidence based, and targeted to influence decision making, inform stakeholders and raise community awareness;
- Identify and develop strategic responses to current and emerging housing policy issues;
- Design, commission and manage research and other projects which highlight the impacts for disadvantaged, vulnerable and low income people and which inform and influence policy positions, advocacy campaigns and communications articles.

### **Shelter NSW publications**

- Provide policy input and advice into Shelter NSW publications and media, including Shelter's content for social media and campaign strategies to promote, profile and support Shelter NSW' policy and advocacy work.

### **Stakeholder Relationships and Engagement**

- Represent Shelter NSW in Government, not for profit and academic forums, including providing evidence at formal hearings/inquiries as necessary;
- Develop and maintain effective relationships with Government, Shelter members and stakeholders;
- Participate on working groups, committees, consultation and engagement forums to influence policy in accordance with the Shelter NSW priorities and strategy, as well as gain insights from stakeholders to inform Shelter NSW' policy and advocacy work;
- Participate in regular team meetings, strategy development and development reporting and evaluation of the Operational Plan.

## **Selection Criteria**

### **Essential:**

- Commitment to the vision and values of Shelter NSW
- Expertise in social policy analysis, development and advocacy
- Highly developed written and oral communication skills and experience in writing reports, submissions and discussion papers
- Demonstrated capacity to consult, influence and liaise with internal and external stakeholders
- Proven ability to think strategically and to identify opportunities and risks
- Demonstrated skills in stakeholder consultation and managing contrasting views
- Demonstrated experience or capacity to manage, and capacity to effectively work as part of a small team
- Tertiary qualifications in a relevant discipline.

August 2019