

## **SENIOR POLICY OFFICER**

**POSITION:** Senior Policy Officer, Aged Care Reform  
**SALARY:** Negotiable based on experience  
**TERM:** Contract position subject to ongoing funding  
**FTE:** 1.0 (negotiable)  
**LOCATION:** Melbourne

### **EMPLOYMENT:**

COTA Australia focuses on national policy issues from the perspective of older people as citizens and consumers. It seeks to promote, improve, and protect the circumstances and wellbeing of older people in Australia.

COTA Australia has played a lead role in aged care reform over recent years and coordinates the National Aged Care Alliance's aged care reform engagement with the Federal Government.

This position will facilitate and support high quality sector engagement with, and advice on, the current and projected aged care reform agenda. This position works closely with the Policy Officer and the National Manager Aged Care Reform / Director Aged Care Reform Team (NACA) to support a range of joint government advisory groups and facilitate the development and writing of policy advice on behalf of Alliance members and the aged care sector more broadly.

For further information go to [www.naca.asn.au](http://www.naca.asn.au) and [www.cota.org.au](http://www.cota.org.au).

### **Salary**

Negotiable based on skills and experience.

### **Employment**

The position is a contract position, ongoing subject to renewed funding from 30 June 2020. COTA is an equal opportunity employer and provides flexible working conditions. The position is available as a full or part time position(0.8EFT) and is based in Melbourne.

### **Responsible to**

Chief Executive through National Manager Aged Care Reform / Director Aged Care Reform Team (NACA) as line manager.

### **Duties and Responsibilities**

#### **1. Policy Development**

- Develop strategies and proposals on policy development in designated reform areas.
- Develop and write issue papers and/or advisory/discussion papers.

- Draft written policy positions and statements for COTA and NACA as required
- Consult with Advisory Groups, the National Aged Care Alliance (NACA) membership, government officials and other key stakeholders to develop policy positions.
- Collate and present project findings, data and policy positions in papers and reports.
- Facilitate projects, including external contractors as requested.
- Present policy or advisory positions to stakeholders as requested.

## **2. Stakeholder Engagement**

- Build effective working relationships with stakeholders including Advisory/Working Group members, broader NACA members, government officials and consumer/consultation participants.
- Develop proposals for research and/or policy/advisory papers
- Contribute to NACA aged care reform updates and other NACA, COTA or aged care sector publications as required.

## **3. Executive Support to Advisory Groups**

- Liaise with Advisory Group Chairs and relevant departmental personnel to ensure smooth running of the groups.
- Consult members in the development of agendas and relevant meeting papers.
- Liaise with and support Advisory Groups members as required.
- Record key outcomes and/or take minutes of meetings as required.

## **4. Other Duties**

- Deal with enquiries (telephone, emails, correspondence, etc) as required.
- Attend COTA, NACA or Advisory Group meetings and other meetings as required.
- Maintain materials and information on web-based platforms (e.g. WordPress, drop box)
- Other duties as directed.

## **Additional Requirements**

Some interstate travel may be required.

## **Key Selection Criteria**

1. High level experience in policy writing and development, implementation, evaluation and review.
2. High level conceptual, analytical and critical thinking skills, and ability to interpret complex information rapidly and accurately.
3. Demonstrated ability to research and evaluate complex public policy, evaluate program methodology and practice and to make sound judgements.
4. Exceptional oral and written communication, interpersonal, negotiation and presentation skills, and the capacity to interact effectively with senior management and external stakeholders.
5. High level organisational skills, the capacity to deliver high quality outcomes and meet tight and multiple deadlines.
6. Ability to work in a small team and autonomously.
7. Appropriate tertiary qualifications or relevant equivalent experience.
8. Experience in an aged care policy setting highly regarded.