



Job Description	Youth Policy Officer
Work Group	Office of the CEO
Work Unit	Policy, Advocacy & Communications
Reports To	Principal Policy Officer
Direct Reports	NIL
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Approved by CEO (Des Martin) 8 February 2017

1. MISSION STATEMENT

To lead the development of Aboriginal health policy, to influence and monitor performance across the health sector, to advocate for and support community development and capacity building in Aboriginal communities, to support the continued development of Aboriginal Community Controlled Health Services and to build the workforce capacity to improve the health, social and emotional wellbeing of Aboriginal People in Western Australia. A key role of AHCWA is to support, advocate for and provide quality services to our member Aboriginal Community Controlled Health Services.

2. POSITION PURPOSE

The Youth Policy Officer will report to and be directly accountable to the Principal Policy Officer and will be responsible for ensuring that the youth perspective is heard and reflected in relevant policy development and future program planning within the sector.

This role is a major contributor to the Aboriginal Youth Program and will work very closely with the Aboriginal Youth Program Coordinator. The Aboriginal Youth Program is a peer-driven program designed to bring Aboriginal youth representatives from each region together to build the capacity of Aboriginal youth as leaders, mentors and peer educators in their local communities.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

3. KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of the Aboriginal Health Council of Western Australia.

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
YOUTH POLICY	<ul style="list-style-type: none"> – Engage with Aboriginal youth, youth services and other stakeholders to lead or assist with policy analysis and development – Research, evaluate and advise on current health related issues affecting youth within Aboriginal communities across Western Australia – Research and analyse (or assist with analysing) youth affairs, including monitoring media and other information networks – Promote the expansion of AHCWA's current network of young Aboriginal people who regularly respond to surveys about health related matters – Develop and publish an <i>Annual List Of Priority Issues For Young Aboriginal People in WA</i> – Expand AHCWA's youth representation on relevant consultative committees and working groups across WA – Contribute to regular reporting requirements and evaluation activities – Present ideas and proposals to the AHCWA Board on youth policy development, opportunities and relevant issues identified by the youth affecting their communities – Undertake other youth policy-related research and project activities as and when required
ABORIGINAL YOUTH HEALTH STRATEGY	<ul style="list-style-type: none"> – Provide the key input into the development, implementation, review and evaluation of an Aboriginal Youth Health strategy for AHCWA, in conjunction with the youth network and AHCWA's senior management team



	<ul style="list-style-type: none"> – Assist AHCWA in securing funding to ensure the sustainability of AHCWA's Youth program and in particular to implement initiatives identified within the Youth Strategy.
ABORIGINAL YOUTH PROJECT REFERENCE GROUP	<ul style="list-style-type: none"> – Establish and coordinate the Aboriginal Youth Project Reference Group – Develop detailed draft accountabilities and draft terms of reference for the Aboriginal Youth Project Reference Group – Participate in, and contribute to, the Aboriginal Youth Committee, and assist the AYPC in being a conduit between the Committee and the Reference Group as and when required
PROMOTE & CAMPAIGN	<ul style="list-style-type: none"> – Assist in creating a youth presence by campaigning, promoting and sharing positive youth stories from and within the WA community, via social media, print and electronic media
COMMUNITY PARTNERSHIPS	<ul style="list-style-type: none"> – Strengthen existing community partnership and explore opportunities for new partnership, focusing on AHCWA's and our Member Services' key partners, other relevant state speak body representatives and community based organisations
OTHER	<ul style="list-style-type: none"> – Participate in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attend and participate in professional development activities including workshops and training as required – Attend and participate in Employee Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives.



	<ul style="list-style-type: none">- Contribute to the achievement of the objectives of AHCWA by providing a positive work environment.- Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984
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5. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Possession of a relevant tertiary qualification or commensurate experience in a relevant field (preferred disciplines include Youth Work, Social Work, Public Policy, Law, Community Development and Health Promotion)
- Experience in the formulation, analysis and evaluation of policy focusing on youth topics and issues
- Experience in policy and program development, implementation, evaluation and review
- Excellent written communication skills, including the ability to prepare high-quality written materials including submissions, position papers, briefing notes, reports and correspondence
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships
- Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines
- Experience in facilitating networks and workshops collaboratively with young people
- A strong understanding of youth engagement strategies
- An understanding of the issues that impact on young Aboriginal people in urban, regional and remote communities



- Strong interpersonal and verbal communication skills with the capacity to communicate and engage with Aboriginal and Torres Strait Islander youth, communities and their leaders
- Ability to develop networks with community and government stakeholders

PRACTICAL REQUIREMENTS:

- In most regions a current drivers license and willingness to drive is essential
- Some work out of normal hours of duty may be required
- Depending on the nature of the region, some travel on light aircraft may be required
- Intra and inter-state travel including overnight absences will also be required.

I certify that I have read and understand the responsibilities assigned to this position.

Name:	
Signature:	
Date:	