



Public Policy Officer Position Description

Position Title	Public Policy Officer
Responsible Council	State Council
Reports to	Executive Director – Executive Secretariat
Managerial responsibility	Community Engagement Officer- Social Justice
Base Location	State Support Office, Lewisham, or such other location as required
Primary position objective	The position is responsible for the development of research and public policy analysis. It seeks to improve St Vincent de Paul Society's understanding of the causes of inequities, poverty and disadvantage in New South Wales.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Duties and Responsibilities

The Public Policy Advisor role seeks to improve the Society's understanding of structural causes of poverty, injustice and disadvantage in NSW by conducting policy analysis and commissioning research projects.

Responsibilities include:Public Policy analysis

- Write reports on public and social policy issues in New South Wales
- Respond to Government inquiries, reviews, submissions and reports as appropriate to promote the reduction of poverty and inequality and the building of inclusive and equitable structures
- Monitor social, legislative, political and economic developments impacting on the people with whom the members of the St Vincent de Paul Society stand in solidarity
- Consult and liaise with Society programme managers and relevant staff to develop adequate policy analyses
- Consult and liaise with relevant external stakeholders (advisory committees, government officials, researchers, community organisations and people experiencing inequality and poverty) to develop adequate policy analyses

Research

- Commission reports to advance social justice campaigns ;
- Develop and manage research partnerships;
- Establish and maintain a network of experts in particular public policy areas, including the organisation and facilitation of public policy fora ;
- Work with the Fundraising and Communications team to identify opportunities for research
- funding, including assisting with the preparation of grants applications;

Communication and campaigns

- Assist the Fundraising and Communications team with the preparation of press releases and other documents
- Represent the Society on matters of social justice and advocacy, including at external forums, public consultation sessions, advocacy meetings with MPs and engagements with organisations as instructed by the Executive Director
- Supervise the Community Engagement Officer- Social Justice to develop campaign and other social justice material and training to enable members to deliver powerful advocacy for the people we assist;
- Assist the Social Justice Committee.

Other

- Participation in, but not restricted to, staff meetings, planning, activities, work groups and all activities that enhance the team work approach of the St Vincent de Paul Society
- Model the ethos and Mission of the Society through social justice activities.

Reporting / relationships

The Public Policy Advisor reports to the Executive Director- Executive Secretariat.

The Public Policy Advisor supervises the Community Engagement Officer- Social Justice.

The position works closely with other teams including:

- The Outcomes and Evaluation team
- The People and Culture team
- Support Services and Amelie Housing
- Fundraising and Communications
- staff, volunteers and members as relevant

Essential Criteria

- A relevant degree such as: Social Science, Politics, Social Work, Community Development, Social Policy; Law
- Experience undertaking research in social policy or related field
- Experience managing research partnerships
- Experience building relationships with external organisations
- Rigorous analytical skills
- Good understanding of the NSW political structures and the community sector in NSW
- Excellent writing skills
- Excellent communication and presentation skills
- Willingness to work weeknights and weekends
- Willingness to work within the philosophy and ethos of the Society.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer