



Job Description Form	Policy Officer
Work Group	Health Sector Engagement, Strategy and Advocacy
Work Unit	Policy, Advocacy and Strategy
Reports To	Policy and Strategy Manager
Direct Reports	Nil
Award / Agreements	Aboriginal Community Controlled Health Services Award 2010 (Cth)
Classification	Administrative – Grade 5
Approved by CEO	1 August 2018 (Des Martin)

1. VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

2. MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

3. ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

4. POSITION PURPOSE

The Policy Officer will report to and be directly accountable to the Policy and Strategy Manager, providing support in relation to National and State level policies that will have an effect and impact on the health and wellbeing of Aboriginal people and Aboriginal communities in Western Australia. The occupant will assist the Policy and Strategy Manager to monitor National and State Government Health Policies ensuring that the views of the ACCHO sector in WA are represented at various levels of policy debate and discussion. As well as contribute to the planning, development and implementation of Aboriginal health policies and programs at a National and State wide level.

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.

5. 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.

6. RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<p>Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state wide basis</p> <ul style="list-style-type: none"> - Actively contribute to the development and implementation of a collection of priorities as they relate to workforce, health care plans, health reform and improvement initiatives for the ACCHO/s - Work closely with community organisations, government, non-directed and statutory advisory bodies as required to promote Aboriginal health advocacy and gather support and/or provide expert opinion on Aboriginal health policy direction - Forge and maintain linkages with other Policy and Strategy teams within the ACCHO/s, National Aboriginal Community Controlled Health Organisation (NACCHO) and Aboriginal communities - Assist the Policy & Strategy Manager with the CEO Network meetings, presentations and actions as directed.



	<ul style="list-style-type: none">- Assist in drafting responses to Parliamentary Questions, Briefing notes, Ministerial and other correspondence as required- Assist in establishment and implementation of key communication strategies, where relevant
OPERATIONAL	<ul style="list-style-type: none">- Maintain a position and view across National and State policy agendas and frameworks that will impact on the Aboriginal Community Controlled Health Sector of Western Australia:<ul style="list-style-type: none">▪ Undertake planning, project development and policy research tasks on health policy issues▪ Develop position papers, priorities and strategies to determine policy priorities▪ Assist the Policy and Strategy Manager to develop, implement and evaluate service planning and development projects▪ Assist the Policy and Strategy Manager to undertake policy needs analysis for the AHCWA member organisations▪ Assist AHCWA's communications team to update, maintain and monitor the organisation's social media presence▪ Explore and introduce new opportunities for effective communication with stakeholders- Provide a vital link between Western Australia's Aboriginal Community Controlled Health Services, Community Sector and Government.- Participate and be an active member in internal committees, where relevant and related to policy e.g. Annual State Sector Conference
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none">- Actively participate in the organisation's QMS (LogiQC).- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
OTHER	<ul style="list-style-type: none">- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.



	<ul style="list-style-type: none">– Attend and participate in professional development activities including workshops and training as required.– Attend and participate in Employee Development Days.– Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984.– Identify and assist to reduce Work Health & Safety hazards and risks.– Follow the reasonable direction of Work Health & Safety representatives.
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7. 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:

- Tertiary qualifications in a relevant discipline and/or equivalent knowledge, skills and experience
- Considerable skills and experience in the formulation, analysis and evaluation of policy
- 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

DESIRABLE:

- A sound understanding of the Aboriginal Community Controlled Health sector and relevant health policies
- Demonstrated ability to communicate effectively and credibly with Aboriginal and Torres Strait Islander peoples to ensure that their views are incorporated into health service planning, development and implementation

PRACTICAL REQUIREMENTS:

- Intra and inter-state travel including overnight absences will be required



- A current driver's license and willingness to drive is essential
- Some work out of normal hours of duty will be required
- Depending on the nature of the region, some travel on light aircraft may be required

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

Name:	
Signature:	
Date:	