



USE OF POSITION DESCRIPTION	
1. New appointment to this position; and/or 2. During the position holder's Performance and Development Planning and Review	
POSITION DETAILS	
POSITION TITLE	Policy Officer
FULL TIME EQUIVALENT	1.0 FTE
REPORTING STRUCTURE	Reports to Manager, Strategy & Policy No direct reports.
PURPOSE - Why does this position exist?	
Working as an integral member of the Strategic Support Team, contribute to the development of Victorian and national policy, advocacy and stakeholder engagement.	
RESPONSIBILITIES	
<p>Policy, Law Reform and Strategy Development</p> <p>Support the development of policy positions and advocacy strategies that aim to improve law and justice outcomes and increase access to culturally safe legal and associated services for Aboriginal victims/survivors of family violence and sexual assault.</p> <p>Support the development of a law reform agenda and strategies for advocacy.</p> <p>Write submissions to local, state, national and international inquiries and reviews.</p> <p>Draft a variety of documents including media releases, speeches, funding submissions, briefings, agendas, minutes, strategic plans, newsletters, etc., incorporating the input of FVPLS Victoria's clients, frontline workers and management team.</p> <p>Undertake relevant research to inform policy development, law reform and advocacy.</p> <p>Representation and Relationship Management</p> <p>Enhance collaborative relationships with Aboriginal and non-Aboriginal organisations at local, state and national level.</p> <p>Participate in Aboriginal and mainstream forums and reference groups.</p> <p>Use social media platforms, including Twitter, Facebook and others as required, to support community engagement, family violence prevention and education, and stakeholder engagement.</p> <p>Monitoring and Evaluation</p> <p>Support the development of systems for monitoring progress against key policy and strategic outcomes.</p> <p>Contribute to the development of effective organisational evaluation processes.</p> <p>Occupational Health and Safety, and Equal Opportunity</p> <p>Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.</p> <p>Proactively report on opportunities for improved health and safety.</p> <p>Comply with Equal Opportunity policy, procedures and requirements, and undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.</p>	



Aboriginal Family
Violence Prevention
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Standing Firm Against
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DECISION MAKING AUTHORITY	
<p>All decision making within scope of responsibilities</p> <p>Recognise when to involve / escalate to Manager Strategy & Policy.</p>	
KEY INTERACTIONS	
<p>Internal:</p> <p>CEO, General Manager, Strategic Support Team members, senior managers, legal team and other employees</p>	<p>External:</p> <p>Ministers & other politicians, government agencies, community organisations, media.</p>
QUALIFICATIONS	
<p>Essential:</p> <p>An undergraduate qualification (degree course) in law, public policy, or another relevant discipline.</p>	<p>Desirable:</p> <p>A Master degree in a relevant discipline.</p>
EXPERIENCE & COMPETENCIES	
<p>Essential:</p> <p>Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.</p> <p>Experience in strategic and/or policy roles, preferably directly related to improving law and justice outcomes and increasing access to culturally appropriate legal and associated services for Aboriginal victims/survivors of family violence and sexual assault.</p> <p>Demonstrated ability to undertake relevant research to inform policy development, law reform and advocacy.</p> <p>Demonstrated high level written skills including:</p> <ul style="list-style-type: none"> • capacity to interpret and synthesise a range of documents and convey the meaning for different audiences • high-level ability to prepare policy positions, law reform proposals, reports and submissions • the development of written materials for different media and target groups <p>Strong conceptual, analytical and investigative skills and capacity to think and plan strategically.</p> <p>High order verbal communication skills.</p> <p>Good skills in influencing and negotiating, fostering collaboration, understanding various perspectives and getting the best outcomes for all stakeholders.</p> <p>A demonstrated ability to work effectively as part of a team.</p> <p>Strong time management skills</p> <p>Current drivers licence and willingness to travel.</p>	<p>Desirable:</p> <p>Experience in a policy, law reform or advocacy position within the community, family violence or legal sector.</p> <p>Sound knowledge of the key policy issues and stakeholder positions in relation to Aboriginal family violence.</p>



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TECHNICAL COMPETENCIES	
Intermediate PC skills, including strong familiarity with MS suite of tools. Familiarity with social media platforms, including Twitter and Facebook.	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
Employee Signature: _____ Name: _____	Date: / /
Direct Manager Signature: _____ Name: _____	Date: / /

HR MANAGER CHECKLIST	
<input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep. <input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File. <input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.	
Initials: _____ Date: _____	