



## **POSITION DESCRIPTION**

**Position: Policy Officer**

**Reports To: Executive Director or delegate**

**Role Remuneration & Conditions:**

This role is classified on Level 7, (Pay Point dependent on skills and experience) of the NSW SCHADS Award and is a part time (4 days a week/32hrs) position. All conditions of the Award apply to the position.

**Location: Newtown (Sydney)**

### **About the National LGBTI Health Alliance**

The National LGBTI Health Alliance (the Alliance) is the national peak body of organisations and individuals working together to improve the health and wellbeing of lesbian, gay, bisexual, trans/transgender, intersex and other sexuality, sex and gender diverse (LGBTI) people.

#### **1. PRIMARY ACCOUNTABILITY**

Lead the development of high quality, and timely policy papers, submissions, research, discussion papers and resources on issues impacting on the health and wellbeing of LGBTI people, their families and communities, for internal and external purposes.

#### **2. KEY ACCOUNTABILITIES**

The Policy Officer is primarily responsible for advancing the policy and campaign work of the Alliance in line with the Strategic Plan of the organisation.

- Keep up to date on issues impacting on the health and wellbeing of LGBTI people, their families and communities nationally and internationally to ensure the Alliance and their members are able to innovate and grow their current knowledge and practice.
- Formulate and support the delivery of strategies and campaigns to achieve the goals identified in the Alliance's Strategic Plan.
- Regularly liaise with government officials, political advisors and others to influence decision-making in support of the Alliance's strategic goals.
- Develop and work with networks of people whose access, expertise or influence can assist in achieving the goals set out in the Strategic Plan.

- Research, formulate and document policy positions and responses to government processes.
- Represent the Alliance and advocate for its communities in government and sector processes and forums.
- Prepare, on behalf of the Alliance or jointly with other organisations, submissions to consultative processes such as Inquiries, select committees or government departments.
- Contribute to the overall work and development of the Alliance office through active participation in staff meetings, quality improvement processes and professional development activities.
- Perform other duties and contribute to LGBTI policy activities of the Alliance as requested from time-to-time by the Executive Director.

### 3. SELECTION CRITERIA

#### Essential

- Broad knowledge of health and wellbeing issues affecting LGBTI people in Australia, including policy issues and the social determinants of health
- A proven track record of planning and using diverse influencing strategies to achieve organisational goals.
- Outstanding interpersonal and negotiation skills for achieving results while maintaining important relationships and for representing the organisation.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may hold differing views and conflicting interests.
- Experience in planning and implementing strategies and campaigns to bring about change.
- Experience in policy consultation, research, analysis and development.
- Excellent written and oral communication skills, including writing for diverse audiences.
- Excellent attention to detail.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- Ability to work well both within a team environment and autonomously.
- Tertiary qualifications or equivalent experience in social change, policy or a similar field.
- Ability to manage complex and often competing tasks to deliver high quality work on time
- Demonstrated skills in working effectively and collaboratively in a team
- Understanding of and commitment to the health and human rights of LGBTI people and communities
- Willingness to travel within Australia
- Affirm the [Guiding Principles of the National LGBTI Health Alliance](#)

#### Desirable

- Experience in a similar role within a community based organisation.
- Lived experience and/or identity as part of LGBTIQ+ communities.
- Aboriginal and/or Torres Strait Islander Person