

## Position Description

<b>Position:</b>	<b>Senior Policy Officer</b>
<b>Award:</b>	<b>NAATSIHWP Enterprise Agreement 2022-2025</b>
<b>Level:</b>	<b>Level 6 (\$86,685.56 to \$97,793.80 per annum), plus superannuation 1% above the statutory rate.</b>
<b>Appointment:</b>	<b>Contract to 30 June 2026, extension maybe subject to funding</b>
<b>Position Hours:</b>	<b>38 hrs per week permanent full-time</b>
<b>Updated:</b>	<b>August 2022</b>
<b>Closing Date:</b>	<b>16 September 2022</b>

## About NAATSIHWP

The National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (NAATSIHWP) is the peak workforce organisation with responsibility for ensuring the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner workforce is embedded as a vital, valued and professional component of Australia's health care system.

We play a key role in the delivery of Aboriginal and Torres Strait Islander health, education and employment outcomes; support a large and growing national network of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners; and, work in partnership with other Aboriginal and Torres Strait Islander Community Controlled Organisations, governments and a broad range of stakeholders to:

- ⦿ Address the under representation of Aboriginal and Torres Strait Islander people employed within Australia's health care system
- ⦿ Expand and strengthen the professional capability of the Aboriginal and Torres Strait Islander Health Worker and Health Practitioner Workforce across all health services (Aboriginal Community Control, Government and Private Practice)
- ⦿ Promote the delivery of culturally safe and effective evidence-based models of care and
- ⦿ Impact the self-determined development of Aboriginal and Torres Strait Islander peoples and the transformation of policy and practice at the national level.

## About the Position

### *Position Summary*

The Senior Policy Officer supports the work of the Policy, Projects and Research team and contributes to the delivery of NAATSIHWP's key policy and research priorities

The role involves:

- ⌚ Undertaking research and analysis; and reviewing health, health workforce, and social policies to inform decision-making
- ⌚ Contributing to the development, design and delivery of policies, programs and research
- ⌚ Leading projects and preparing discussion papers, briefs, submissions, communications content, reports and other written materials
- ⌚ Collaborating on the development and delivery of NAATSIHWP policy positions, priorities and strategic directions
- ⌚ Working closely and in partnership with other key stakeholders; participating in working groups, committee meetings, and stakeholder consultations

The successful candidate will be required to lead the delivery of projects, operate in a fast paced and challenging environment, communicate persuasively, coordinate and engage stakeholders and hold a strong drive and commitment towards achieving health equity and justice for Aboriginal and Torres Strait Islander people.

### *Primary Responsibilities*

Broadly, the successful candidate will be required to:

- ⌚ Examine, interpret and prepare responses to health, health workforce and social policy related enquiries and prepare policy responses and positions
- ⌚ Promote the Aboriginal and Torres Strait Islander Health Worker and Health Practitioner workforce and strategies in line with NAATSIHWP priorities and positions
- ⌚ Review, revise and develop NAATSIHWP position statements and other key documents as required.
- ⌚ Identify and pursue opportunities for cooperation and collaboration to achieve NAATSIHWP's strategic priorities.
- ⌚ Represent NAATSIHWP on external working groups, committees, forums or events as delegated, carry out related work and report on the outcomes.
- ⌚ Support the development and implementation of the NAATSIHWP three-year Strategic Plan, Annual Activity Plan and Annual Report and contribute to NAATSIHWP funding agreement reporting requirements.

- ⌚ Assist in identifying and implementing self-generating funding initiatives to support NAATSIHWP's autonomy and sustainability into the future.
- ⌚ Work both independently and collaboratively as part of a team
- ⌚ Foster culturally safe and healthy workplace environments
- ⌚ Undertake any other relevant duties as directed

### *Line management*

The Senior Policy Officer reports directly to Manager of Policy, Projects and Research (maybe subject to change) and indirectly through to the Chief Executive Officer.

### *Special conditions*

- ⌚ This is a Canberra-based position with possible interstate travel.

## About the Person

### *The Selection Criterion*

The person we are looking for will have:

- ⌚ The ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting cultural values and ways of doing business.
- ⌚ A knowledge and understanding of the issues impacting on Aboriginal and Torres Strait health and wellbeing from both a historical and contemporary perspective.
- ⌚ Experience in fostering culturally safe, healthy and respectful workplaces.
- ⌚ The ability to communicate effectively, both orally and in writing, to a wide range of audiences on a range of sensitive and complex issues. This includes the ability to:
  - › develop accurate content for publications, reports, reviews, submissions, our website, annual reports, speeches, and other materials and
  - › effectively represent and promote NAATSIHWP and the Aboriginal and Torres Strait Islander health Worker and Health Practitioner Workforce
- ⌚ The ability to interpret and analyse information and to think and work independently and as part of a team to influence change for our organisation, workforce and Aboriginal and Torres Strait Islander people more broadly.
- ⌚ The ability to exercise initiative and sound judgement, including the ability to recognise, mitigate and resolve minor problems and escalate issues when and if necessary.
- ⌚ The ability to meet timelines and deliver on set priorities and objectives.

## Qualifications

- ⦿ A post-secondary qualification in Public Health, Public Policy, Aboriginal and Torres Strait Islander Knowledges or a related field **is desirable but not mandatory**.

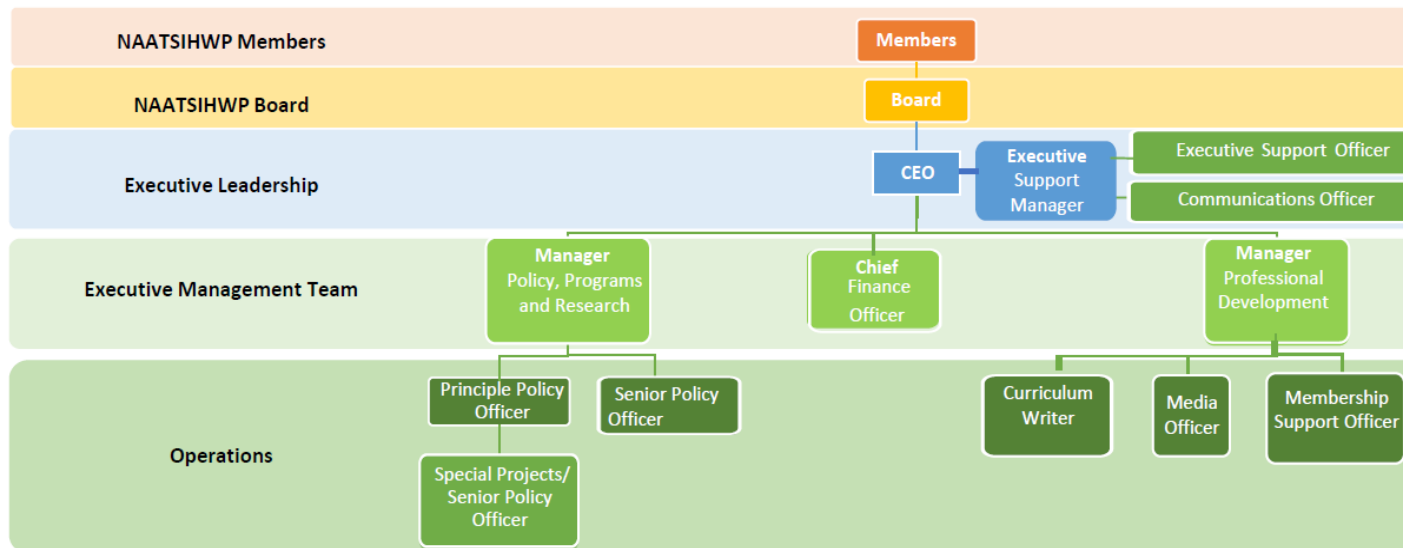
## The Application Process


In applying for this job, you need to **provide two documents**:

1. **an up-to-date Resume** that includes the names and contact details of two referees from recent positions you have held – please be aware we may request a written reference and
2. **a maximum 2-page statement** demonstrating your ability to perform in the position and claims against the selection criteria.

Once you have compiled these documents please forward via email to: [recruitment@naatsihwp.org.au](mailto:recruitment@naatsihwp.org.au) by **16 September 2022**. If you require further information or clarification please don't hesitate to contact Jodie Dennis on 0447 839 055.

## NAATSIHWP Organisational Structure



Name: David Follent  
 Position: NAATSIHWP Chairperson  
 Signed:  
  
 Date Endorsed: 22 April 2022