

## Position Description

Aboriginal and Torres Strait Islander people are encouraged to apply

Position:	Senior Policy Officer
Award:	NAATSIHWP Enterprise Agreement 2022-2025
Classification	Level 6 – Individual Contributor
Salary	Starting at \$110,000 plus superannuation 1% above the statutory rate.  Salary packaging is also available.
Location:	Canberra based with flexible working options considered
Appointment:	Contract to 30 June 2026, extension maybe subject to funding
Position Hours:	38 hrs per week permanent full-time
Updated:	December 2024

*This position has strong involvement in matters relating to Aboriginal and Torres Strait Islander peoples. The successful candidate will be required to liaise with Aboriginal and Torres Strait Islander peoples, communities, and service providers.*

## 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 Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners, the only culturally based health workforce underpinned by national training and registration in the world, are embedded as a vital, valued and professional part 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:

- ① 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/or Torres Strait Islander Health Worker and Health Practitioner professions across all health service types (Aboriginal Community Control, Government and Private Practice)
- ⌚ promote the delivery of culturally safe and effective evidence-based models of care and
- ⌚ affect 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 works under instruction, 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.
- ⌚ Delivering 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 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.
- ⌚ Represent NAATSIHWP on external working groups, committees, forums or events as delegated, carry out related work and report on the outcomes.

- ⌚ Support the development of the NAATSIHWP Annual Report and achieve the priorities as identified in our three-year Strategic Plan, and Annual Activity Plan
- ⌚ Support the identification and take-up of funding opportunities 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 and indirectly through to the Chief Executive Officer. (This may be subject to change)

## ***Special conditions***

- ⌚ Canberra Based, with flexible working options considered.
- ⌚ May occasionally be required to travel interstate.

## **Our ideal candidate**

### ***Skills knowledge and experience***

The ideal candidate will have:

- ⌚ The ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting cultural values and ways of doing business.
- ⌚ 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/or 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.
- ⌚ The ability to meet timelines and deliver on set priorities and objectives.
- ⌚ Experience in the policy environment of Aboriginal and Torres Strait Islander Affairs

- ⦿ Experience in the preparation of, briefs, submissions, communications content, reports and other written materials
- ⦿ A knowledge and understanding of the issues impacting on Aboriginal and Torres Strait health and wellbeing from both a historical and current political perspective.
- ⦿ A knowledge and understanding of the benefits of community control, self-determination and rights-based best practice principles and approaches.
- ⦿ A knowledge of the role and qualifications of the Aboriginal and or Torres Strait Islander Health Worker and Health Practitioner professions (desirable but not essential).

In addition, the ideal candidate will be required to demonstrate:

- ⦿ The ability to uphold our organisations values and contribute to a culturally safe, healthy, diverse and respectful workplace environment.
- ⦿ The ability to establish and maintain productive working relationships both internal and external to our organisation.
- ⦿ A sound work ethic.

### 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**.

## Selection criteria and process

In applying for this job could you please provide:

1. A **maximum 2-page statement** outlining why your skills, knowledge and experience make you the ideal candidate for our role.
2. 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
3. **Links to any publicly available documents that you may have written** should also be provided.

Please forward your completed application to [recruitment@naatsihwp.org.au](mailto:recruitment@naatsihwp.org.au) by **COB Friday 17<sup>th</sup> January 2025** noting **this position will remain open until filled by appropriate person**. If you require further information or clarification, please contact Niroshnee at [niroshnee@naatsihwp.org.au](mailto:niroshnee@naatsihwp.org.au).

## NAATSIHWP Organisational Structure

