

# Position Advertisement Policy Officer



## POSITION AT A GLANCE

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| Position Title    | Policy Officer   |
| Considerations    | Community-focused Secretariat performing rewarding and meaningful work |
|                   | Flexible work arrangements   |
| Employment Status | Fixed term until 30 June 2025  |

## ABOUT THE SECRETARIAT

The Closing the Gap Partnership Forum (Partnership Forum) is the shared decision-making body between the Aboriginal community-controlled sector and the Victorian Government, responsible for implementing the National Agreement on Closing the Gap in Victoria (National Agreement). It was formed in May 2022, and its current term runs until 30 June 2025.

Ngaweeyan Maar-oo is the representative Koorie Caucus of the Partnership Forum. Membership includes elected ACCO sector representatives and delegates from the Aboriginal Caucuses of Aboriginal Governance Forums. Ngaweeyan Maar-oo is led by two elected Co-Chairs from the membership.

The Secretariat primarily supports the Ngaweeyan Maar-oo Co-Chairs and Members, through high level and comprehensive policy and strategic advice, administrative and meeting support and sector engagement and communication activities, to assist Community participation in the implementation and monitoring of actions on the National Agreement.

## ABOUT THE OPPORTUNITY

The Policy Officer role in the Secretariat will lead the development and analysis of critical policy positions and the implementation of key projects and initiatives to implement key aspects of the National Agreement. The Policy Officer will also provide policy advice to support various state and Commonwealth governance arrangements, including informing strategic advocacy positions across a range of forums.

The Policy Officer will be responsible for building and maintaining critical stakeholder relationships across the Aboriginal community-controlled sector, the First Peoples' Assembly of Victoria, government departments and political offices to support outcomes in line with the National Agreement.

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## KEY SELECTION CRITERIA

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To be considered for this role, you must have the following:

- Proven understanding of Aboriginal and Torres Strait Islander progress and challenges in Victoria, particularly about Closing the Gap; and in-depth knowledge of Victorian First Peoples' community and ACCO sector priorities.
- Articulate key messages and ideas in various written formats, including briefings, emails, and reports using clear and concise language, following appropriate style and formatting.
- Research, formulate and analyse public policy options, recommendations and submissions; monitor contemporary issues and identify links and potential implications of proposed policy options; liaises with stakeholders.
- Facilitate and support consultation processes to inform policy development; participate in external policy forums to support Ngaweeyan Maar-oo's advocacy priorities; can communicate complex policy positions to a wide range of audiences.
- An exceptional results orientation, resilience, and a proactive approach to issues identification and resolution both positively and responsively.
- Commitment to diverse, inclusive, and culturally safe work environment.

## HOW TO APPLY

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If interested in this role, please send your application, with a cover letter, resume and responses to the selection criteria to [employment@vahs.org.au](mailto:employment@vahs.org.au) before 9pm, Sunday 4<sup>th</sup> August 2024.