




## Policy Officer

### Position Description

Governance, Performance & Innovation Unit



**Stage:** Issued   
**Version:** 2.005008  
**Issued:** 7/02/2018  
**Next Review:** 6/02/2021

<b>Position Title:</b>	Policy Officer
<b>Location:</b>	Morwell, with travel between East and South Gippsland; Bass Coast, Baw Baw, Wellington and Latrobe Valley.
<b>Hours of Duty:</b>	As per Employment Agreement.
<b>Duration:</b>	The period of employment is dependent upon ongoing funding.
<b>Position Funding:</b>	Funding is provided through the State and/or Commonwealth Government
<b>Salary:</b>	Salary & conditions are as per the Quantum Enterprise Agreement 2015 and the Social, Community, Home Care and Disability Services Award (SCHADS). Salary packaging is available.
<b>Classification:</b>	Level 7.3
<b>Reports to:</b>	Chief Executive Officer

## Our Vision, Mission & Values:

Quantum is committed to providing accessible high quality, advocacy and support services that meet the needs of our community.

### Our Vision

Quantum Support Services vision is to improve lives.

### Our Mission

To improve lives by empowering people, particularly the vulnerable to reach their full potential.

### Our Values

Quantum recognises that values driven activities and relationships are essential to the successful achievement of our Vision and Mission and a vibrant organisation. These values guide our behaviours, planning, service delivery and relationships.

Respect:	Integrity:	Empowerment:
Quantum values the worth and contribution of others and embraces treating people fairly and without discrimination	Quantum values being ethical and professional in our conduct	Quantum values sharing our knowledge to promote the choices and decision-making capacity of others

## Primary Position Objectives:

Responsible for contributing to the strategic growth and development of Quantum by ensuring the appropriate systems and policy is developed; policies are reviewed and analysis is undertaken to ensure systems and policies are in line with the current and future direction of Quantum.

## Primary Job Purpose:

The purpose of the role is to work with the Executive team members to proactively develop policy positions on regulatory issues relevant to the sectors in which Quantum has invested its resources, in response to current and projected concerns.

The Policy Officer will be responsible for driving positive and sustainable policy change and to champion the sectors by influencing the external policy environments in which Governments operate.

The role primarily works with the Executive team and external contacts such as regulatory bodies, government, consultants, industry associations and internal staff.

## Duties and Responsibilities:

- To lead on the development and review of policy, as per the priority areas contained within Quantum's strategic plan and under the direction of Chief Executive Officer.
- Analyses existing policies and proposed policy changes at strategic levels and inform senior management of potential implications on the sectors Quantum is investing its resources.
- Identify, analyse and respond to significant data, issues and trends and provide guidance and support to CEO in determining and recognising future policy needs for Quantum.
- Prepare documentation and submissions articulating Quantum's positions.
- Prepare articles on policy issues for Quantum publications.
- Develop information resources and new policy positions in response to policy concerns through the gathering of feedback from key stakeholders.
- Identify areas of policy collaboration.
- Operate within budget parameters.
- Participates and collaborates in internal and external meetings, working parties, committees, and other activities in consultation with CEO and senior management.
- Outline the need for policy changes for the sectors through the development and delivery of briefings and presentations to regulatory bodies, government contacts, partnerships and key stakeholders.
- Work with Quantum's stakeholders and partnerships to drive sector reform.
- Represent Quantum at assigned events and speaking engagements to drive the message of policy change and or Quantum's policy position.
- Assist in promoting, initiating and maintaining professional and public relations on behalf of Quantum.
- Participate with key staff to develop and embed an Evaluation Framework.
- Ensure all Quality and risk policies are current and underpins the systems of Quantum.
- Ensure all OH&S, infrastructure and system policies are current and contemporary

## Position Functions:

Position created 6th February 2018.

## Accountability:

Accountable to the Chief Executive Officer.

## Key Selection Criteria:

1. Tertiary qualifications in related fields such as health, social policy and law, and with 3-5 years' work experience.
2. Proven ability to analyse and interpret complex legislation and information.
3. Knowledge of advocacy work at a national, State and Regional levels.
4. Experience in the formulation and analysis of health and/or clinical and Practice Policy for either government, a health service provider or a not-for-profit organisation associated with social and welfare support services.
5. Proven understanding of the wider economic and political landscape, as well as familiarity with Social Emotional Wellbeing and Mental Health Frameworks; Family Violence and Homelessness Reforms; and broader issues in Australia e.g. diversity, LGBTIQ, CALD, Aboriginal and Torres Strait Islander communities, rural and remote demographics.
6. Experience in stakeholder relationship management.

7. Experience in a similar policy officer role.

## Other relevant skills, knowledge and experience :

### Service Delivery/ Operations

A strong understanding and knowledge of professional issues relating to policy formulation and analysis.

Strong analytic skills.

Ability to write clearly.

Good written and oral communication.

Ability to manage workloads, effectively manage projects and meet deadlines.

Ability to interpret and evaluate research.

Ability to liaise effectively with key stakeholders within and outside the organisation.

Ability to work as part of a team.

### Personal Attributes

A clear thinker with strong cognitive capability, analytic skills and intellectual confidence.

Keen interest in health, social services, clinical and practice governance, and national and state jurisdictional political environments.

Actively participates in ongoing professional development to maintain and improve knowledge and skills relevant to the role.

Acts within the Quantum values of empowerment, trust and integrity.

## Mandatory Requirements:

- Appropriate tertiary qualifications and experience relevant to this position.
- Completed application must address the key selection criteria, include a current resume that contains or has attached, the name, address and telephone number(s) of three referees.

## Conditions of Employment:

- The successful applicant must confirm in writing their acceptance of the Offer of Employment from Quantum Support Services, complete a successful Police Check and Referee Check prior to commencing employment, and provide confirmation of a Working With Children Check.
- The successful applicant is required to comply with the policies of Quantum Support Services Inc.
- A current Victorian driver's license is required, that is not at risk of being cancelled.
- This position description is subject to an annual review.

## Revision History:

Type in text for **Revision History** here.



## Acknowledgement:

Please sign and date to acknowledge you have read and understood this position description.

Employee:  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



[Click here to acknowledge that you have read and understand this document](#)