

Senior Policy Officer

Strategic Policy

Aboriginal and Torres Strait Islander Services Policy and Government Relations Team

Senior Officer Grade C

Salary Range: \$100,462 - \$108,140 (PN: 37239)

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Senior Policy Officer in the Policy and Government Relations team. The Senior Policy Officer position will report to the Manager Policy and Government Relations and focus on program implementation of the seven key focus areas of the Agreement. The key focus areas are: Cultural identity; healthy mind, healthy body Feeling safe; connecting community; employment and economic independence; education; and leadership. The successful applicant will be able to develop and maintain strong collegiate relationships with colleagues within and across Government and the community sector. They will also manage issues of sensitivity and confidentiality and prepare written correspondence and briefs. The Senior Policy Officer will also be responsible for taking the lead for substantial policy, program and service development projects and research. As part of their duties they will be required to conduct research and analysis and prepare briefing materials for consultation by a range of internal committees and external stakeholders.

Eligibility/Other Requirements: Experience in policy and project management.

Note: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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Applications Close: 16 August 2017