

Talent Pool – Policy Officer roles (Various Grades) Reform and Innovation (Targeted & Identified)

You. At the centre of big ideas.

- Join our Policy Officer Talent Pool (Targeted & Identified) for temporary opportunities (6 months to 2 years) at Clerk Grades 7/8, 9/10, and 11/12
- Step into meaningful policy work where your insights can influence real change for Aboriginal communities across NSW
- Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply!
- Based at Mascot, with the potential to negotiate location

If you are successful in gaining a place in the talent pool, you will be eligible to be considered for immediate opportunities, and multiple job opportunities across NSW Government over the next 18 months. While roles are based in Mascot, we are open to considering regionally based candidates.

About the Branch

You will join Reform and Innovation branch in the Aboriginal Affairs NSW group.

Reform and Innovation works in genuine partnership with Aboriginal peoples and communities to shape policies and reforms that reflect their needs and aspirations. The branch plays a key role in delivering the NSW Government's commitments under Closing the Gap and advancing Aboriginal land and cultural heritage reform.

The branch includes two key areas:

- **Closing the Gap (CTG):** Leads coordination and governance in partnership with the NSW Coalition of Aboriginal Peak Organisations, driving whole-of-government reforms to improve outcomes for Aboriginal people across NSW.
- **Aboriginal Cultural Heritage and Land Strategy (ACH&LS):** Delivers land justice initiatives and leads key reforms including Aboriginal Cultural Heritage Reforms and administration of the *Aboriginal Land Rights Act 1983*, while supporting self-determination and strategic land outcomes for Aboriginal communities.

To learn more about the role please review the Role Descriptions:

[Clerk 7/8 – Policy Officer](#)

[Clerk 9/10 – Senior Policy Officer](#)

[Clerk 11/12 – Principal Policy Officer](#)

Salary: Packages include a base salary plus superannuation (11.5%) and leave loading.

- Classification Grade 7/8 base salary: \$110,266 to \$122,058
- Classification Grade 9/10 base salary: \$125,693 to \$138,510
- Classification Grade 11/12 base salary: \$145,378 to \$168,130

Information session

Want to learn more about these exciting opportunities? Join us for an online information session on Tuesday, 10 June 2025, from 2:00pm to 2:45pm. [Click here](#) to join the Microsoft Teams session.

We're Looking For

- **Delivering Results:** You provide sound policy advice and recommendations on a range of complex, whole-of-government issues impacting Aboriginal people
- **Think and Solve Problems:** You're able undertake research, analysis and review of complex policy issues
- **Communication Skills:** You have excellent written and verbal communication skills, including the ability to prepare clear and concise reports, briefs, and correspondence
- **Stakeholder Engagement:** You're adept at building strong relationships and ensuring that stakeholder interests are managed positively and professionally
- **Commitment to Customer Service:** You communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples
- **Requirements:** You hold a current Driver's License and are willing to travel around NSW as required

We value diverse experiences. Even if you're not sure you meet all requirements, we encourage you to apply.

Why Join Us?

- **Flexible Working:** Broad range of flexible working arrangements
- **Career Development:** Ongoing learning through expert-led sessions, online training, and professional development opportunities
- **Work-Life Balance:** Flex time accrual for extra hours worked (for non-executive roles) based on a 35-hour standard week
- **Wellbeing Support:** Access to employee assistance program, fitness passport program, and wellbeing initiatives
- **Inclusive Culture:** Staff-led networks including Aboriginal Staff Advisory Committee, Diversity & Inclusion Network, and Young Professionals Network

How to Apply

Click '[Apply Online](#)' and submit your application including:

- A **resume** detailing relevant knowledge, skills and experience (maximum 5 pages)
- A **cover letter** (maximum two pages) including your response to the two targeted questions:
 - What motivated you to apply for this opportunity, and how does your experience align with the role? (Max. 400 words)
 - Describe your understanding of issues impacting Aboriginal communities. How would you approach communicating policy changes in a way that is clear, culturally appropriate, and respectful? (Max. 400 words)

Please note, applications will not be considered unless all required documents are attached.

Closing Date: Thursday 26 June 2025 at (9:59am)

For enquiries, please contact: Barbara Mackay, Project Officer,
Barbara.Mackay@aboriginalaffairs.nsw.gov.au

Applications are to be lodged online at iworkfor.nsw.gov.au Job Reference Number [req42645](#)