

Assistant Analyst, Policy

You. At the centre of big ideas.

- Drive meaningful **Aboriginal Outcomes across NSW**
- Use your strong **analytical and communication skills to shape policy outcomes**
- **Full-time ongoing Clerk Grade 5/6 role**
- **Availability of flexible working arrangements, including opportunities for Aboriginal candidates living on Country to be considered for roles but be based in a regional area**

Salary: Classification Clerk Grade 5/6. Package includes base salary (\$99,938 to \$110,271) plus superannuation (12%) and leave loading.

Aboriginal and Torres Strait Islander people are encouraged to apply for this targeted role and greater consideration will be given to their applications, in order to improve access to employment and career opportunities. This is in accordance with Rule 26 of the Government Sector Employment Rules 2014.

Aboriginal and Torres Strait Islander applicants must confirm their Aboriginality in addition to the essential requirements of the role.

About the Role

Play a key role in shaping high-profile Aboriginal Outcomes by working with expert teams to shape evidence-based Cabinet advice and drive meaningful policy reform across NSW.

As Assistant Analyst, Policy, you will undertake research, analysis and evaluation to support the development of evidence-based policy advice across key government priorities, with a focus on First Nations policy reform. In this role, you will assess Cabinet proposals, support policy development processes, prepare high-quality briefs and correspondence, and contribute to policy coordination across agencies. You will also assist with project-related work to ensure the timely delivery of Branch and Group commitments.

You will join our Health, Education and Intergovernmental branch in the Social Policy and Intergovernmental Relations (SPIR) group. The team works closely with agencies across the sector to address complex policy issues and deliver high-impact outcomes for NSW.

To learn more about the role please review the [Role Description](#)

We're Looking For

- **Policy analysis and problem-solving:** Ability to research, analyse and interpret complex information to deliver clear, evidence-based policy advice that informs decision-making.
- **Technical and digital literacy:** Experience in using digital tools and platforms to research, analyse, and present information effectively.
- **Communication and stakeholder engagement:** Strong written and verbal communication skills, with a proven ability to collaborate across agencies and build strong stakeholder relationships, especially when working with Aboriginal communities.
- **Project coordination:** Experience in managing competing priorities, meeting deadlines, and supporting policy development and project deliverables in a fast-paced environment.
- **Influence and negotiation:** Proven capacity to engage constructively with stakeholders, build consensus, and contribute to well-informed policy positions.
- **Ethical and accountable work practices:** Commitment to integrity, professionalism and adherence to public sector values and legislation
- **Teamwork and collaboration:** Demonstrated ability to work cooperatively as part of a team, sharing information and support colleagues to achieve shared goals.
- **Cultural Capability:** Demonstrated passion and/or experience in driving meaningful outcomes for Aboriginal communities.

We value diverse experiences. Even if you are 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** addressing how you meet the essential requirements of the role (maximum 2 pages).

Closing Date: Sunday 21 December 2025 (9:59 am)

Hiring Manager: Job share, Nicole Talbot | Sam Ma Chong, Associate Director, Aboriginal Outcomes on nicole.talbot@tco.nsw.gov.au & sam.machong@tco.nsw.gov.au

Applications are to be lodged online at iworkfor.nsw.gov.au search using Job reference No [req47189](#)