

Policy Officer

Department of Education

Employment Status: Ongoing/ Full-Time

Location: Parramatta

Exciting opportunity to deliver innovation in educational outcomes for Aboriginal and Torres Strait Islander people and communities

About the role

The Policy Officer role is part of a newly formed driven and dynamic team within the Closing the Gap unit. The role is responsible for coordinating and informing the development of policy, providing analysis and advice and supporting the Department of Education in partnership with the NSW Aboriginal Education Consultative Group Inc as a member of the NSW Coalition of Aboriginal Peak Organisations to deliver reform under the National Closing the Gap Agreement.

Essential requirements of the role

This position is targeted to the employment of an Aboriginal person and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the *Anti-Discrimination Act 1977*. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the [Confirmation of Aboriginality Guidelines](#)

Key knowledge and experience

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

About you

The ideal candidate will be:

- Committed to making a difference and having a positive impact on educational outcomes for Aboriginal and Torres Strait Islanders people and communities.
- An excellent communicator with the ability to work with Aboriginal and Torres Strait Islander people and their communities and government organisations and communicate in a culturally responsive way
- Experienced or has knowledge of policy development and project management processes and is highly motivated and willing to learn and develop their skills.

How to apply

When applying you will need to:

Attach a resume (maximum 5 pages) and a cover letter (maximum 3 pages) outlining how you meet the requirements and capabilities of this role.

Note: the selection process will include a range of assessment techniques to assist in determining your suitability for the role. Successful candidates will be required to undertake pre-employment screening for this role which includes a Working with Children Check and National Criminal History Check.

Closing Date: 2 November 2022 at 11:59pm

For role enquiries please contact Lauren Judge details at Lauren.Judge3@det.nsw.edu.au or on 0428 785 878.

To apply online please visit workfor.nsw.gov.au website and refer to the following keyword: **00009707**