

Senior Policy Officer (Identified)

- Department of Education
- Full-time ongoing appointment
- Clerk Grade 9/10
- Position number and location: 223507 - Based at Parramatta but we would also accept candidates from other locations across the state who could work flexibly from their local education office or similar arrangement.

Total remuneration package valued to: \$135,279 p.a. (salary \$110,745 to \$122,038 p.a.) including employer's contribution to superannuation and annual leave loading.

About the role

The Senior Policy Officer role provides coordination, data analysis and preparation of policy and correspondence including responding to requests for briefings, advice and information

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **pre-screening questions and any essential requirements**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check. In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the [NSW Department of Education Confirmation of Aboriginality Guidelines](#).

Pre-screening questions:

1. Please describe a time when you had to provide advice on a topic which involved engagement with external stakeholders. What steps did you take to understand the issue and clearly communicate it to your audience, how did you engage, and what was the outcome? (400 words maximum).
2. Please describe a time when you had to collect and analyse data and evidence to inform a decision about a policy outcome or strategic plan. How did you go about it, and what was the outcome? (400 words maximum)

Essential Requirements:

- Aboriginality.
- Working with Children Check for paid employment.
- Knowledge of and commitment to the Department's Aboriginal Education Policy and the Partnership Agreement with the NSW AECG Inc.

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Applications Close: 22 March 2021

Enquiries: Rowan Savage on (02) 7814 2777 or Rowan.Savage@det.nsw.edu.au

To apply online please visit iworkfor.nsw website and refer to the following keyword: 223507 or 000086PQ.