

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Policy Officer
<b>STATUS</b>	Part-Time (0.4FTE to 0.6FTE)
<b>LOCATION</b>	Burnie, Devonport or Launceston (or flexible location by negotiation)
<b>DATE</b>	January 2024
<b>REPORTS TO</b>	Community Education and Advocacy Manager
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5.1 to 6.3 (depending on qualifications and experience)

### ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault, and for children and young people who use harmful sexual behaviours. We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport and Burnie and through outreach locations across the North and North West Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the North and North West Arch centres (multidisciplinary centres) for victim-survivors of sexual harm. Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence. Laurel House is funded by the Australian Government to specifically build capacity of the workforce who support victim-survivors with disabilities.

### PURPOSE OF THE ROLE

The Policy Officer's primary function is to support Laurel House's strategic policy and advocacy initiatives which includes embedding and amplifying the voices and expertise of victim-survivors in systemic advocacy and policy. The Policy Officer will work in consultation with the Community Education and Advocacy Manager, the CEO and the Policy and Advocacy Subcommittee to identify and initiate the development of policy ideas and proposals, respond to requests for submissions or feedback, undertake policy review and research, provide analysis and advice, plan and deliver stakeholder consultations. Policy work may relate to internal and external systems and contribute to Laurel House's systemic advocacy work and systemic change in the Tasmanian and National landscape. The Policy Officer will also from time to time be involved in other projects that are aligned with the Laurel House Strategic Plan at the direction of the Community Education and Advocacy Manager.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Undertake research and analysis, reviewing sector-related reports, state and national government strategies, plans, policy, and legislative frameworks to contribute to the policy development process, and to inform Laurel House's position statements and decision-making processes.
- Research, review and synthesise information from diverse sources in order to develop a policy position and/or contribute to review of external systems, legislative frameworks, and planning at Local, State and National levels.

## POSITION DESCRIPTION

- Maintain awareness of current research and practice developments in social policy and ensure wherever possible that information on such developments is shared with other Laurel House Staff.
- Preparation of discussion papers, briefing papers, position papers, reports, resources, submissions and funding applications to contribute to the development and delivery of policy and advocacy initiatives of Laurel House, and/or funding applications.
- Provide policy briefings and media speaking notes to Laurel House CEO and other staff as required and often at short notice.
- In collaboration with members of the Community Education and Advocacy team, consult with community and/or lived-experience advocates to gain a nuanced understanding of lived experience including preferences, needs, challenges, concerns, priorities and barriers, and ensure Laurel House's positions centre and amplify the views and perspectives of victim-survivors.
- Plan, implement and evaluate communication and engagement strategies with key stakeholders including working groups, committee meetings, surveys, and stakeholder consultations.
- Participate in relevant advisory groups, consultations, committees or other policy and advocacy representation as required.
- Listen to and advocate for the needs of victim-survivors within Laurel House and promote the voices and needs of victim-survivors more broadly within the service system.
- Participate in public forums, conferences and sector meetings relevant to the work being undertaken.
- Work in collaboration with colleagues from like-minded organisations and sector peak bodies (e.g. Family and Sexual Violence Alliance, Providers of Sexual Assault Care, National Association of Services Against Sexual Violence).
- Work as part of the larger Laurel House team attending team meetings and professional development, as required.
- Actively participate in organisational continuous quality improvement initiatives and activities, including review of internal policies and procedures to ensure compliance with legislative requirements.
- Collaborate with Laurel House team members to provide a safe, supportive, professional, flexible, and responsive team environment.
- Act ethically towards all clients and stakeholders, especially children and young people, and ensure at all times that the safety and wellbeing of children is protected.
- Other duties/projects as directed by the Community Education and Advocacy Manager or CEO.

## POSITION DESCRIPTION

### SELECTION CRITERIA

The nominated position objective and duties contained in this position description must also be used to assist in the interpretation of these selection criteria.

#### Essential Criteria

1. Extensive experience working within the health, community and/or human services sector with previous experience in policy and advocacy and/or projects.
2. Demonstrated research, analytical and information management skills including the ability to use these to formulate, interpret, analyse and evaluate policy and program initiatives.
3. Demonstrated knowledge or the ability to quickly acquire knowledge of human sexuality, the impacts and dynamics of sexual harm, and the intersectional and gendered drivers of sexual violence.
4. Demonstrated ability to develop high quality, contemporary briefings, reports, and submissions.
5. Demonstrated effective community and stakeholder engagement skills, and/or codesign approaches, including the ability to establish and maintain strong networks and partnerships with key stakeholders.
6. Knowledge and understanding of legal and ethical frameworks including the ability to incorporate trauma-informed, strengths-based and rights-based frameworks.
7. Highly developed written and verbal communication skills including presentation skills, negotiation, conflict management, and report writing skills.
8. Strong time management skills with capacity to manage competing priorities, timeframes, commitments, and deadlines.
9. Demonstrated personal commitment to inclusion and amplifying the voices of diverse cohorts of people with lived experience of sexual harm.
10. A commitment to the values and mission of Laurel House.

#### Desirable Criteria

1. Experience in a not-for-profit community-based organisation.
2. A strong understanding of Tasmanian and Australian Government political and government structures.
3. Experience working with people with diverse backgrounds (e.g. Aboriginal and Torres Strait Islander people; people with disabilities; LGBTIQ+ people; members of culturally, linguistically, and religiously diverse communities).
4. Lived experience of sexual harm or experience working with victim-survivors of sexual violence.
5. Lived experience of diversity, or intersectional experiences of inequality or oppression.

## POSITION DESCRIPTION

### OTHER POSITION REQUIREMENTS

- Degree level qualification in public policy, law, health, human services, education or related field, or VET level qualification with significant policy and advocacy experience.
- Australian citizenship, permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.
- Current driver's licence.
- Well-developed IT skills including the ability use available technologies to maximise efficiencies and effectiveness.
- Some intrastate travel will be required to fulfill the duties of this role.
- Flexible working arrangements may be available.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks as requested by your supervisor and as necessitated by the development of this role and the development of the business.

### LAUREL HOUSE'S COMMITMENT TO DIVERSITY

Laurel House values the expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, LGBTIQ+, migrant, culturally and linguistically diverse, and people with disability. Applicants from these groups are strongly encouraged to apply, as are people with parenting or caring responsibilities.

### STATEMENT OF COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

Laurel House is a Child and Youth Safe Organisation. We have a zero tolerance for child abuse and have systems to protect children and young people from abuse. We take all allegations and concerns very seriously and respond to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to providing an inclusive and safe environment for all children and young people. In particular, we are committed to promoting cultural safety and to ensuring that the diverse needs of children and young people are met.

### POSITION DESCRIPTION APPROVAL

Kathryn Fordyce  
Chief Executive Officer  
Date: January 2024