



# Position Description

Position Information	
Position	Diversity and Inclusion Policy Officer
Date approved	31 October 2024
Program	Working with Women Alliances
Supervisor	Executive Director Working with Women Alliances
Location	YWCA Canberra Central Office Level 3, 71 Northbourne Ave, Canberra City
Hours of work	30-38 hours per week
Salary	Grade 3 Level 3 of the YWCA Canberra Enterprise Agreement
General Conditions of Employment	
<ul style="list-style-type: none"><li>YWCA Canberra Enterprise Agreement 2023-2027</li><li>Appointment is subject to obtaining satisfactory Working with Vulnerable People and National Police checks at own cost.</li><li>Appointment is subject to satisfactory working rights in Australia.</li><li>All YWCA Canberra policies and procedures will apply.</li><li>Subject to a 6-month probation period.</li></ul>	
Position Statement	
<p>The Working with Women's Alliance (WWA) provides advice to government on national policy on the Working for Women Gender Equality Strategy. Reporting to the Executive Director, the role supports the development of policy positions in line with whole of government requests. Contributing to the identification of issues, undertake desktop research and analysis, support stakeholder engagement, and contribute to the development of solutions through the submissions process ensuring there is a specific diversity and inclusion lens of all policy advice from the WWA program.</p> <p>WWA will have a leadership role in budget policy development and this role requires regular meeting coordination and collaboration across the broader Women's Alliance portfolio within Prime Minister and Cabinet.</p> <p>The role is a unique opportunity to be part of Australia's progress on gender equality and contribute to the implementation of Australia's first gender equality strategy. This role is Canberra based and will need to regularly participate in person engagements with Federal government departments, Ministers and other stakeholders.</p>	
Responsibilities	
Working with Women's Alliance	<ul style="list-style-type: none"><li>Coordination and collaboration with all women's alliances and LGBTIQ+ and young women cohorts</li></ul>



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	<ul style="list-style-type: none"> <li>• Developing an overarching diversity and inclusion framework for all policy advice</li> <li>• Ensure policy advice and development is appropriate and accessible for all members of WWA.</li> <li>• Monitoring and managing website content to ensure compliance with relevant accessibility requirements.</li> <li>• Facilitate working group across the Women Alliances portfolios ensuring regular collaboration on cross cutting policy issues</li> <li>• Undertaking primary and secondary research on relevant topics and issues to support policy submissions.</li> <li>• Coordination of administrative arrangements for meetings including the collation and distribution of agendas, papers, and the preparation of minutes for the National Women’s Safety Alliance</li> <li>• Edit and proof-read documents as required</li> <li>• Work independently on research and contribute to policy submissions on relevant inquiries and identify opportunities for organisational input.</li> <li>• Actively contribute to strategic policy discussions</li> <li>• Perform other duties at the request of the Executive Director.</li> </ul>
<p><b>In relation Grant Governance</b></p>	<ul style="list-style-type: none"> <li>• Helps prepare activity reports in line with grant requirement from Office of Women.</li> <li>• Manages CRM member database, drafting newsletters and coordinating social media content with Senior Communications Officer</li> <li>• Monitors Social Media Channels</li> </ul>
<p><b>In relation to the Organisation</b></p>	<ul style="list-style-type: none"> <li>• Read, understand, and uphold organisational policies and procedures</li> <li>• Work in a manner that aligns with YWCA Canberra’s values and ethics. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct.</li> <li>• Comply with all YWCA Canberra policies and procedures, particularly those relating to Work Health and Safety and Equal Opportunity.</li> </ul>
<p><b>Selection Criteria</b></p>	
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Economics, Political Science or Social Sciences or currently completing degree with relevant experience in the social sector in the advocacy and policy area.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience in policy work and advocacy in the social sector.</li> <li>• Well-developed written communication skills, including the ability to write persuasively for different projects, submissions, and campaigns.</li> <li>• Ability to demonstrate a strong understanding of diversity, equity, and inclusion principles and best practices.</li> <li>• Project management skills with the capacity to multitask, meet deadlines and work under pressure.</li> </ul>

<p><b>Form:</b> DEI Policy Officer Position Description</p>	<p><b>Review Date:</b> September 2025</p>
<p><b>Steward:</b> People &amp; Capability</p>	<p><b>Approved By:</b> Chief Executive officer</p>



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	<ul style="list-style-type: none"> <li>• Capacity to develop a breadth of policy knowledge across WWA areas</li> <li>• Demonstrated verbal and interpersonal skills, including the ability to work with a diverse range of people.</li> <li>• Capacity for stakeholder management skills, including the potential to work with senior leaders and stakeholders.</li> <li>• Strategic thinking skills, including the ability to critically analyse and problem-solve.</li> <li>• An understanding of social media as a method of advocacy.</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work flexibly, independently, and within a team environment, using initiative, judgement, and discretion</li> <li>• Ability to positively interact with internal and external stakeholders</li> <li>• Highly developed time management skills, and ability to prioritise and work under pressure</li> <li>• Superlative editing and proof-reading skills</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Current full driver's license and access to vehicle with comprehensive insurance during working hours</li> <li>• National Police Check with no disclosable outcomes</li> <li>• A current Working with Vulnerable People Registration or ability to obtain one</li> <li>• Australian Citizenship or suitable rights to work in Australia.</li> </ul>

## Authorisation

<b>Acknowledgement by Incumbent</b>	Signature:  Name:	<b>Date</b>	
<b>Executive Director Working with Women's Alliance</b>	Signature:  Name: Katherine Berney	<b>Date</b>	Click here to enter a date.

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