



Position Description

Position Information	
Position	Policy Officer
Date approved	31 October 2024
Program	Working with Women Alliance
Supervisor	Executive Director Working with Women Alliance
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 2023-2027
General Conditions of Employment	
<ul style="list-style-type: none">YWCA Canberra Enterprise Agreement 2023-2027Appointment is subject to obtaining satisfactory Working with Vulnerable People and National Police checks at own cost.Appointment is subject to satisfactory working rights in Australia.All YWCA Canberra policies and procedures will apply.Subject to a 6-month probation period.	
Position Statement	
<p>The Working with Women Alliance (WwWA) provide advice to government on national policy on gender equality and women's safety. Reporting to the Executive Director – Working with Women Alliance (WwWA), this role will support 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.</p> <p>The role provides secretariat and administrative support for the WwWA working groups. This role requires coordination of member communication through the CRM.</p> <p>The role is a unique opportunity to be part of Australia's progress on gender equality and women's safety. This role is Canberra based and will need to regularly participate in person engagements with Federal government departments, Ministers and other stakeholders.</p>	
Responsibilities	
In relation to the Equality Portfolio	<p>Provide a high level of administrative assistance to the Executive Director of the WwWA, including:</p> <ul style="list-style-type: none">Written communications to a high standard

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	<ul style="list-style-type: none"> • Work interdependently on research and contribute to policy submissions on relevant inquiries and identify opportunities for organisational input. • Screening of enquiries and correspondence • Drafting correspondence and policy submissions in an efficient and professional manner • Coordination and stakeholder engagement with all alliances including secretariat and administration support to ensure smooth operations across key projects. • Coordination of meetings including the collation and distribution of agendas, papers and the preparation of minutes. • Edit and proof-read documents as required • Perform other duties at the request of the Executive Director • Provision of general administration support and point of contact for corporate tasks. • Actively contribute to strategic policy discussions
In relation to Grant Governance	<ul style="list-style-type: none"> • Helps prepare activity reports in line with grant requirement from the Office for Women. • Manages CRM member database, drafting newsletters and coordinating social media content with Senior Communications Coordinator • Monitor social media channels
In relation to the Organisation	<ul style="list-style-type: none"> • Read, understand and uphold organisational policies and procedures • 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. • Comply with all YWCA Canberra policies and procedures, in particular those relating to Work Health and Safety and Equal Opportunity.
Selection Criteria	
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Economics, Political Science or Social Sciences or currently completing degree with relevant experience in the social sector in advocacy and policy.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in policy work and advocacy in the social sector. • Well-developed written communication skills, including the ability to write persuasively for different projects, submissions, and campaigns. • Project management skills with the capacity to multitask, meet deadlines and work under pressure. • Capacity to develop a breadth of policy knowledge across WWA areas • Demonstrated verbal and interpersonal skills, including the ability to work with a diverse range of people.

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

Authorisation

Acknowledgement by Incumbent	Signature:	Date	
	Name:		
Executive Director Working with Women Alliances	Signature:	Date	Click here to enter a date.
	Name:		

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