

Aged & Community Services SA&NT Inc

Position Description

Title of Position: Policy / Research Officer	Organisation: Aged & Community Services SA/NT Inc
Classification: Negotiated Salary	Department:
Type of Appointment: Two Year contract	Position Created / Revised: Created in March 2007 Reviewed March 2009
Occupant:	Occupant Appointed:

Position Description Approval

Name:

Position:

Signature:

Date:

Reports

Reports directly to the Chief Executive Officer.

Role & Responsibilities (Summary)

To undertake research and prepare policy and discussion papers, submissions and other material, on behalf of Aged & Community Services SA & NT Inc (ACS), covering all matters that impact on aged and community care.

The primary focus of the position is to provide research and policy development capacity for the ACS office however liaison, consultation and involvement with the national office (ACSA) and other state/territory offices is also essential.

By necessity, considerable liaison and consultation with ACS members and other government and non-government stakeholders will be required and a close working relationship with other ACS staff, ACS advisory committees will need to be developed.

Appointment, Salary & Conditions

Initial appointment is for two (2) years. The position is part-time (30.4 hours per week) which can be worked over 4 or 5 days each week depending on the applicant's preference. .

Salary \$52,500 (full time equivalent) negotiable + plus superannuation. Salary sacrificing arrangements may be available.

Occasional intra and interstate travel may be required and a current SA driver's licence is essential. Occasional use of the private motor vehicle of the incumbent may be required ~ appropriate cost reimbursement will be made.

Duty Statement

Under the direction of the Chief Executive Officer and working in close liaison with the Residential and Community Services Managers and ACS Committees, the position underpins the work of ACS in helping reinforce its position as the leading advocate for aged care service providers in South Australia and the Northern Territory.

- Undertake ‘desk top’ research in respect of a range of matters impacting on aged and community care.
- Prepare and / or assist with the preparation of policy papers, submissions, reports, responses to specific State and Commonwealth government discussion papers or enquiries, and other documents on behalf of ACS which articulate the organisation’s position.
- Liaise and consult, on an as required basis, with ACS committees, and other government and non-government stakeholders as part of the information gathering process.
- Develop strategic alliances as appropriate with representatives of relevant organisations with the aim of ‘value adding’ to the general work and research capacity of the organisation.
- Work co-operatively and proactively with colleagues in the national and state/territory offices, ensuring that assistance is provided when required and the collective resources of the various offices are maximised.
- Prepare written material for member communication ‘tools’ (e.g. electronic newsletters) used by ACS and for sharing within the aged and community services federation as required.
- Ensure that researched material is appropriately filed and readily accessible for use by others.
- Prepare, or assist with preparing, legislative updates for ACS members when changes relevant to aged care occur.
- Respond to member enquiries relating to aged care policy.
- Maintain ACS in-house library and Access database catalogue.
- Coordinate ACS internal policy review program in consultation with ACS staff.
- Other projects or activities as directed by the CEO.

Person Specifications

Essential

- Demonstrated research capability.
- Proven record of achievement in policy analysis and development.
- Excellent written communication skills covering an array of type.
- Sound verbal communication and interpersonal ability.
- Proven ability to work to tight timeframes.
- Knowledge of (or a preparedness to develop) current aged and community care issues.
- Good computer skills using Microsoft products.
- Related tertiary qualifications.

Desirable

- Ability to relate to different people both internal to and external to the organisation.
- An understanding of the dynamics of working in a national federation of organisations.
- An empathy with the principles underpinning the activities of the not for profit sector.
- Experience in working in a small team environment.
- Knowledge of the health and aged care systems.
- Understanding of, and experience in, interpreting legislation.

All ACS SA & NT employees are expected to have knowledge of the principles and obligations of Equal Opportunity and Occupational Health, Safety and Welfare legislation.