

Position Basics	
Position title	Policy Officer
Location	Head office - Sydney
Term of employment	Full time – 12-month contract
Remuneration	\$90 - \$110k depending on experience
Salary sacrificing	At the time of advertising, JRNSW is deemed to be a Public Benevolent Institution. As a result, JRNSW currently offers the option of salary sacrificing a portion of an employee's salary (salary packaging). Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary. Salary sacrificing is dependent on the Employee's personal circumstances, JRNSW cannot provide financial advice.
Direct report	Chief Executive Officer

Organisational environment

JRNSW supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities.

- Our goal is to reduce the number of Aboriginal and Torres Strait Islander peoples in the criminal justice system and in prisons in NSW.
- Our approach is to work alongside Aboriginal communities to support place-based, community-led and data driven approaches to inform local solutions, such as devising local 'justice circuit breakers', with a particular focus on creating better pathways and outcomes for young people.
- Our place-based approach feeds into our broader policy and advocacy work to create levers for change.

JRNSW currently partners with the Bourke, Moree and Mt Druitt communities and is guided by an Executive of Aboriginal and non-Aboriginal peoples. We are also supported by a diverse network of people and organisations across the corporate, government and not for profit sectors.

Position purpose

The Policy Officer provides accurate and persuasive advice, underpinned by data, analysis, contextual awareness, and considerable stakeholder consultation. A key focus of this role is to provide analysis and advice on issues JRNSW is concerned/connected with and wishing to influence/educate specific audiences. This involves liaising with both internal and external networks of contacts, key stakeholders to craft policy relating to the rules and principles of the issues and is targeted to the key decision makers often within Government.

Working relationships

Internal

Direct report: Currently the position reports to the Chief Executive Officer, JRNSW (Sydney-based). However, Just Reinvest NSW (JRNSW) is currently undergoing a structural reorganisation. After recruitment is complete, this position will report to the Director of Policy and Impact.

Close working relationships: The successful candidate will also liaise closely with the Chief Executive Officer on key projects that often require presentation to our board, government department and donors. Project-based work may require collaboration with different team members across various locations such as Moree, Bourke and Mount Druitt as required.

External

A diverse range of external stakeholders, including project consultants, indigenous community members, government departments and the JRNSW Executive Committee, members, and partners.

Responsibilities and accountabilities

Key Result Area: Project Delivery

Key responsibilities

Perform responsibilities to a high standard within agreed timelines and in line with the JRNSW vision, mission and values. Key responsibilities include, but are not limited to:

- **Grow and maintain the JRNSW network, public profile and broader influence, including:**
 - increase awareness and support for JRNSW's work within the Indigenous justice, health and similar spaces
 - undertake consultation and provide advice to stakeholders and decision makers
 - coordinate meetings, conferences, and discussions with parties we are seeking to grow partnerships with or to influence/educate on the issues we are addressing and the action we are taking
 - identify opportunities for Just Reinvest Chief Executive Officer (and relevant team members) to attend presentations and key forums to build the profile JRNSW
 - prepare briefings, speeches, and quality reports to both external & internal audiences
- **Contribute to the data and research needs of JRNSW, including:**
 - undertake and commission research as needed for projects
 - gather data and analyse information
- **Contribute to whole of team responsibilities, including:**
 - support funding opportunities
 - support professional development opportunities
 - participate in meetings and training
 - develop strong intra-office working relationships
 - event planning
 - information coordination between JRNSW team and Executive Team when required by CEO
 - secretariat support to the JRNSW team

Key accountabilities

- Preparation of accurate and persuasive advice, underpinned by data, analysis, contextual awareness, and considerable stakeholder consultation

- Preparation of briefings, policy papers, reports and other materials on issues JRNSW is concerned/connected with and wishing to influence/educate specific audiences
- Coordination of meetings, conferences, and discussions with strategic stakeholders

Key performance indicators

- Actively consulting with stakeholders on issues JRNSW is concerned/connected with and wishing to influence/educate specific audiences
- Raising the profile of JRNSW in line with the strategic and communications plans
- Preparing accurate and persuasive advice, underpinned by data, analysis, contextual awareness, and considerable stakeholder consultation

Selection Criteria

Essential criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people including a commitment to Aboriginal self-determination, a demonstrated understanding of the justice system, its impacts on Aboriginal and Torres Strait Islander people and the need for community-led justice reinvestment initiatives alongside a continuing respect and support for Aboriginal cultural practices in dealing with community members and staff
- Ability to work independently, to apply sound judgment when dealing with matters and proven experience in managing projects and delivering outcomes within strict timeframes
- Outstanding written and verbal communication skills with strong attention to detail
- Self-motivated with ability to work with minimal supervision and ability to work as part of a team
- Significant experience working across all aspects of policy development
- Demonstrated experience building rapport, working with, and influencing others
- Proven skills in the implementation of projects and initiatives through well-considered and consultative planning
- A proven ability to develop and maintain professional relationships with good judgement across a broad and diverse range of internal and external stakeholders

Desirable criteria

- Tertiary qualifications and/or equivalent professional experience in marketing, communications, or a related discipline
- Experience in the not-for-profit, government or related sector

Effective date

Approved By	Chief Executive Officer
Review Date	05/05/2022

It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and we commit to regularly review and update position descriptions to accurately reflect the contribution of employees.