

Position Description

Policy Officer

The Ethnic Communities' Council of Victoria Inc. (ECCV) is the voice of multicultural Victoria. It is a community based, member driven peak body for ethnic and multicultural organisations committed to empowering people from diverse multicultural backgrounds.

Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from culturally and linguistically diverse backgrounds.

Our Values

- Integrity
- Empowerment
- Respect
- Social Cohesion
- Equality
- Innovation

Position Specification

Role Title:	Policy Adviser
Reports to:	Director of Policy and Partnerships
Hours:	0.8 FTE
Term:	ongoing
Salary:	Level 6 of the Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010

Position Statement

The Policy Officer works under the direction of the Director of Policy and Partnerships to inform and implement ECCV's Advocacy Strategy, and its policy, advocacy, campaign and community engagement priorities. This role includes the production of high-quality written materials and frequent stakeholder engagement, including the coordination of ECCV Policy Advisory Committees and Networks. The position requires experience in social policy advice, producing reports and publications and a range of communications, consultation, research and analysis skills.

Key Responsibilities

a) Policy writing and research

- Consult with a broad range of stakeholders while undertaking research and analysis on issues affecting migrant and refugee communities, in alignment with ECCV priorities.
- Produce papers, submissions, reports, articles and other publications in a range of formats for advocacy, campaign, policy development and community engagement purposes.
- Monitor policy, system, program and evidence developments affecting migrant and refugee communities, and provide considered advice about appropriate responses, as required.

b) Stakeholder Engagement

- Resource and coordinate ECCV Networks and Policy Advisory Committees.
- Coordinate and facilitate individual and group consultations with relevant stakeholders to inform policy positions, including with government, service providers, and with migrant and refugee communities.
- Represent ECCV in external forums and networks, to support policy and advocacy priorities.
- Other duties as required.

Key Selection Criteria

Qualification and experience

Tertiary qualification in public policy, law, political science, social sciences, health sciences, social work or equivalent experience, with at least 3 years of relevant professional experience.

Knowledge and Skills

Essential

- A strong understanding of multicultural policy, the multicultural sector, and key issues currently affecting migrant and refugee communities in Victoria and Australia
- Demonstrated experience in social policy analysis and advice, with a demonstrated capacity to produce high quality reports, submissions, and papers.
- Strong understanding of government, political and bureaucratic systems and demonstrated experience in effectively engaging to influence change.
- Strong stakeholder engagement skills, with a demonstrated ability to build relationships with a broad range of stakeholders including funders, partners, members, community leaders and organisations.
- Demonstrated experience with collecting and analysing data and using evidence to influence policy development
- Excellent written communication skills
- Demonstrated ability to work collaboratively and across teams, and to contribute to achieving collective outcomes
- Well-developed organisational and time management skills with the ability to plan, prioritise, meet deadlines, and produce policy advice at short notice as required.

Desirable

- Demonstrated experience and skill in working cross-culturally, and working with migrant and/or refugee communities.
- Demonstrated experience in planning and delivering successful advocacy campaigns.

Personal qualities

- Actively engages with peers and others to build productive relationships based on mutual respect, collaboration and trust
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others
- Demonstrated commitment to ECCV's values and temperament for engaging in behaviour that is values-driven

- Demonstrated commitment to achieving common objectives of the ECCV, and drive and energy towards achieving work targets.
- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.

Conditions

- All conditions are in line with the SCHCADS Award.
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed.
- Applicants from culturally and linguistically diverse backgrounds are strongly encouraged to apply
- ECCV is an Equal Opportunity Employer
- Hybrid work environment

Approval

Jiembra Sheils
Acting CEO
May 2023