

POSITION DESCRIPTION

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| 1. POSITION DETAILS | | | |
| **Position Title** | Policy Officer- Energy and Water | Level | Based on SCHCADS Level 5 |
| **Reports To** | Policy Lead - Energy, Water and Climate Change | **Review Date** | June 2019 and every six months thereafter |
| Date Created | Jan 2019 | **Hours** | Part-time (22.8 to 30.4 hours/week) |
| 1. POSITION CONTEXT | | | |
| Organisational Overview | The South Australian Council of Social Service (SACOSS) is the independent peak body for the non-government health and community services sector in South Australia.  Established in 1946, SACOSS has now been advocating, collaborating, leading and mobilising to eliminate poverty, inequality and injustice in South Australia for more than 70 years.  As a small, dynamic peak body, we have a number of key roles, including to:   * Represent and give voice to the interests of people who currently experience poverty, inequality and injustice and the sector which supports them. * Research, develop policy and advocate on issues affecting disadvantaged South Australians and the sector that serves them. * Disseminate important information from the government to the community sector and from our sector back to government and the broader community. * Build the capacity of the health and community services sector and people faced with disadvantage to better respond to their circumstances.   These roles underpin a five-year [Strategic Plan](http://www.sacoss.org.au/strategic-plan).  SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and input in policy issues. | | |
| Position Purpose | To develop, lead and implement research, policy, advocacy and organisational opportunities to attain campaign outcomes consistent with the SACOSS Strategic Plan. | | |
| Position Level Descriptor | An individual at the Policy Officer level will operate under direction from the Policy Lead - Energy, Water and Climate Change and is responsible for leading, managing and implementing projects, campaigns and strategies. A Policy Officer will have an understanding of contemporary energy and water issues as they apply to low income and disadvantaged South Australians and an awareness of the social, environmental and economic issues impacting on low income and disadvantaged people in South Australia. | | |

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| Accountability and Line Management Responsibility | The Policy Officer reports to the Policy Lead - Energy, Water and Climate Change and may have day to day supervision of policy staff, and is responsible for support and guidance to other staff. |
| Special Conditions | * Inter/intrastate travel and out of hours work is required. * The appointee may be subject to a Criminal History Check prior to confirmation of appointment. |

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| 1. PRIMARY RESPONSIBILITIES | |
| AREA | KEY ROLES |
| Advocacy and research | * Identification of opportunities, and development and provision of research, submissions, letters or research reports on energy and water issues relevant to low income and disadvantaged South Australians * Lead consumer research surveys and focus groups * Collate case studies for advocacy purposes and annual research reports * Provision of specialist advice to other staff or to the sector |
| Sector consultation and coordination | * Coordinate meetings with industry, government and regulators related to energy and water advocacy * Represent SACOSS at meetings or other forums * Manage external relationships in an ethical and respectful manner and in line with the project guidelines and SACOSS’s vision and strategic plan |
| Sector development and capacity building | * Sustain and strengthen alliances with consumers and advocates * Coordinate meetings, consultations and information sessions on energy and water issues for member groups, energy policy groups and the public * Coordinate event management for the annual hardship conference |
| **Leadership** | * Provide supervision, support and day-to-day HR management to Energy and Water staff as required. * Provide leadership to the health and community services sector in building understanding of energy and water issues * Model activism and campaigning practice within the health and community services sector * Contribute to a collaborative and supportive work environment * Model ethical, respectful and accountable behaviour |
| **Program/ Project Management** | * Identify and respond to project gaps and trends including proactive leadership regarding program development * Development, implementation and management of program plans, budget and contractual obligations |
| **Organisational support** | * Assist in shaping the broader SACOSS activities (policy, advocacy, information and comment, research, sector support and training workshops and seminars), through staff meetings, planning days and ongoing advice to SACOSS staff |

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| 1. SKILLS / KNOWLEDGE / EXPERIENCE PROFILE (maximum 10 requirements) | | | |
| Minimum:   1. A tertiary qualification and/or experience in policy development and research, preferably in energy and water policy or closely related areas. 2. Awareness of social policy frameworks and public policy development. 3. Awareness of the social, environmental and economic issues impacting on low income and disadvantaged people in South Australia. 4. Understanding of contemporary energy and water issues as they apply to low income and disadvantaged South Australians, or ability to acquire such knowledge. 5. Analytical, conceptual and problem solving skills, including the ability to think laterally and creatively. 6. Demonstrated ability to write reports, correspondence and with a high level of interpersonal skills. 7. Demonstrated ability to prioritise tasks to meet deadlines and to work within limited timeframes, ensuring that deadlines are met. 8. Proven capacity to work within a small team environment. 9. Knowledge of and/or experience in the health and community services sector. 10. A genuine commitment to the health and community services sector and ability to engage emotionally with SACOSS as an organisation. | | | |
| 1. ACKNOWLEDGEMENT | | | |
| **Line Manager** | Jo De Silva | **Signature** | **Date** |
| **Employee Name** |  | **Signature** | **Date** |