

## Local Community Services Association (LCSA)

### Position Description: Policy & Research Officer

<b>Employment Status</b>	Full-time 38 hours per week
<b>Reporting To</b>	LCSA Executive Officer
<b>Job Level and Remuneration</b>	SCHADS Level 6
<b>Date Approved</b>	24 May 2022

#### About LCSA

The Local Community Services Association (LCSA) represents over 170 Neighbourhood and Community Centres across NSW. We advocate on behalf of our members, represent their interests to government and provide them with capacity building and organisational governance support.

Neighbourhood and Community Centres are an essential part of a diverse and capable community services system. To ensure the long-term sustainability of our constituents, new policies are required that recognise Neighbourhood Centres as part of social infrastructure and better utilise the opportunities afforded by Neighbourhood Centres to engage local communities and deliver government funded services as well as strengthen the role of community development in various NSW Government funding and social policy contexts.

#### Position Purpose

To contribute high quality research, analysis, written and oral advice and stakeholder engagement to support LCSA's policy development and advocacy work across a range of policy areas, which is soundly evidence based, grounded in the LCSA's policy principles and developed with relevant constituency and stakeholder support and involvement.

#### Duties and Responsibilities

- 1) Policy and Research on issues affecting and concerns of LCSA Members
  - Investigate, analyse and report on public policy issues concerning Neighbourhood and Community Centres in NSW, guided by LCSA's Policy Position and Strategic Plan and any future governance documents.
  - Contribute to the development of LCSA's policies and policy materials, including drafting policy submissions, issue papers, discussion papers, fact sheets and formal policy statements.
  - Carry out primary and secondary research to inform LCSA's expertise in Community Development.
  - Monitor and keep up to date with developments in international and Australian research, issues and initiatives relevant to LCSA constituents, and to Community Development specifically.
  - Where relevant, provide analysis and advice on public policy, legislation, best practice, competitor activity and relevant new initiatives in the Community Development field as

a whole, and specifically in relation to Neighbourhood and Community Centres.

- Provide policy and strategic advice to the LCSA Executive Officer.
- Assist the LCSA Executive Officer to influence improved outcomes for LCSA members through the Government, Opposition and Crossbench policy processes.

## 2) Stakeholder Relations, Engagement & Communications

- Provide secretariat services for the LCSA Regional Representative Council and contribute to the reporting of activities to the LCSA Board including through the Executive Officer's Board reports.
- Receive input from and provide information, advice and referral to LCSA member organisations on policy related issues.
- Encourage and promote the participation of LCSA members and other key constituencies, in research and policy development processes.
- Develop and maintain a strong network of LCSA members internally and with stakeholders including collegiate organisations and the public service externally.
- Provide email and telephone responses to members, general public and stakeholder enquiries.
- Represent LCSA on committees and other forums as agreed/delegated.
- Communicate effectively in both oral and written forms, with LCSA members and other community sector organisations.
- Ensure both the public and LCSA members are aware of LCSA's policy stances by supporting the LCSA Communications Officer in the development of communication activities. This will include communication material for the organisation's regular newsletters and communiques, website and social media, mainstream media and other publications.

## 3) Other Duties

- Be an active collegiate team member of LCSA working independently and as part of a team.
- The position involves limited intra- and inter-state travel and may require some work outside normal hours.
- Effectively use business technology, systems and procedures, to achieve the best outcomes for LCSA constituents.
- Contribute to the planning, organisation, conduct and evaluation of LCSA's events and activities such as Members Forums, webinars, Neighbourhood Centre Week and the LCSA Conference.
- In conjunction with the Executive Officer ensure LCSA is meeting its relevant obligations under its peak body funding (including reporting on achievements and outputs) and delivering on the objectives of its strategic and operational plans.
- Build effective relationships with universities and other research institutions.

## Expectations

- To display informed affinity with the ideas, aspirations and ethics of the LCSA and to identify with its purpose.
- To attend appropriate development and training courses.
- To perform other duties as directed and negotiated.
- Willingness to work under Workplace Health and Safety guidelines and adhere to grievance procedures.
- Demonstrate commitment to equal employment opportunity principles with regard to all employment activities.

### Additional Information

- LCSA has a smoke free environment on all LCSA property.
- LCSA has an open plan office environment, co-located with other organisations. Joint office arrangements may apply in addition to LCSA Policies and Procedures.
- LCSA has a mandatory vaccination policy and COVID19 Management Plan in place in response to the current COVID19 Pandemic.

### Decision Making Authority

The Policy & Research Officer is responsible for fulfilling duties within the framework of legislative requirements and LCSA's policies and procedures. Documented organisational authority ensures that all LCSA staff and members of the Board know what decisions they can make and where they must seek approval for actions they wish to take. This safeguards the organisation from decisions being made by unauthorised individuals and ensures that appropriate accountability for decisions is maintained.

### Relationships

#### Internal

<b>With:</b>	<b>Purpose:</b>
Executive Officer	Project management, progress on outcomes & deliverables, financial requirements
Communications Officer	Member engagement and communications
Contractors, Volunteers & Students	Office communication and logistics
LCSA Regional Representatives	Resource, advise and direct communication with members and regional perspectives

#### External

<b>With:</b>	<b>Purpose:</b>
LCSA Members	Participation in research and policy development
NSW Government Department in the Human Services Sector	Policy development and collaborative practice
Other stakeholders including other peak bodies	Collaborative strategies and whole of community/government work

## Essential Selection Criteria

### 1) Formal Qualifications Requirements:

- Tertiary qualifications in relevant disciplines such as social sciences, community development, and extensive experience in a related field

### 2) Knowledge Requirements

The preferred candidate should be able to demonstrate current knowledge, expertise or transferable knowledge/skills in the following areas:

- Current issues facing community organisations and the for-purpose sector
- Community Development theory and practices
- The role of Neighbourhood and Community Centres in policy areas such as Targeted Early Intervention Program, Disaster Management and others
- Understanding of commitment to practices in relation to Social Justice and cultural competency and safety

### 3) Experience Requirements

The candidate must be able to demonstrate experience in the following:

- Community and Stakeholder engagement
- Research and analysis of social policy and data
- Preparation of complex briefings, policy submissions, press releases and other publications
- Excellent report writing and public presentation skills

### 4) Competencies Requirements

The candidate must have:

- excellent communication skills, both orally and in writing
- manage a variety of tasks and competing priorities within tight timeframes
- Ability to work with a small team and independently
- high level computer skills and experience in using Microsoft, Zoom and other e-technology applications/platforms
- liaise and partner with stakeholders at all levels

## Desirable Selection Criteria

- Experience in working in sector development organisations, peak bodies or other capacity building organisations
- Experience in performing higher duties and/or supervision of staff
- A current unencumbered Class C driver's license.