

POSITION DESCRIPTION
POLICY & RESEARCH OFFICER

Position Title:	Policy and Research Officer	Department:	Policy & Advocacy
Reports To:	Director, Policy & Advocacy		
Direct Reports:	None	Location:	Darlinghurst
Position Purpose: The Policy and Research Officer provides support to NCOSs’s policy and research functions, contributing to the organisation’s advocacy, policy advisory, and influencing roles to fulfil its vision of an NSW free from poverty and disadvantage. The Policy and Research Officer will contribute to and/or co-lead projects by undertaking policy analysis and research in collaboration with internal and external stakeholders to support the development of evidence-based recommendations and tools.		Position Dimensions Industrial Instrument: NCOSs EBA 2016 Delegation authority: Refer to Delegations Policy	

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POLICY & RESEARCH OFFICER

Key Accountabilities	Key Activities
<p>1. Policy Development and Analysis - Contribute to the identification of strategic policy priorities, developing policy expertise and providing policy advice aligned with the NCOSS Strategic Plan, funding body, and stakeholder requirements, as well as emerging challenges and social trends that underpin NCOSS's advocacy strategies.</p>	<ul style="list-style-type: none">• Identify and collate relevant government policies to support evidence for projects and other activities as required.• Support the Director of Policy and Advocacy and Policy Leads by contributing to policy analysis and briefings.• Contribute to the production of high-quality policy papers, submissions, and reports that are grounded in robust evidence and consultation with members, the sector, and lived experience advocates.
<p>2. Research - Source and synthesise targeted research and data to produce evidence-based policy outputs and advice on identified policy issues.</p>	<ul style="list-style-type: none">• Conduct literature reviews to strengthen NCOSS's advocacy knowledge.• Provide evidence-based policy outputs by conducting or supporting research projects on identified policy issues, including data collection and reports.• Explore new methodologies, tools, and approaches to enhance NCOSS's policy influence.
<p>3. Advocacy and Stakeholder Engagement - Contribute to NCOSS's advocacy efforts by building and maintaining strategic relationships to support its advocacy initiatives.</p>	<ul style="list-style-type: none">• Participate in establishing and maintaining collaborative relationships with social sector peaks, NGOs, service users, government, and other entities for sharing information and resources.• Support NCOSS in presenting its role and activities for the NSW social services sector at interagency meetings, research meetings, conferences, and forums.• Support NCOSS events to engage with new and existing members and stakeholders and collect feedback on emerging trends and challenges.

<p>4. Project Management & Governance - Contribute to or lead policy projects to support NCOSS's advocacy priorities by applying strong project management and administration processes.</p>	<ul style="list-style-type: none">• Develop, implement, and monitor project plans to ensure successful completion of NCOSS projects.• Ensure NCOSS research and policy documents are securely stored in relevant file systems.• Support NCOSS's continuous quality improvement by providing input on sector feedback and internal policies and procedures related to policy administration.
<p>5. Organisational Alignment and Development - Contribute to NCOSS's success and culture by aligning work with the organisation's values, policies, and codes of conduct and proactively keep your skills and knowledge up to date.</p>	<ul style="list-style-type: none">• Uphold the NCOSS values of Courage, Integrity, Fairness, and Inclusion through regular reflection and daily practice.• Pursue continuous professional development to improve knowledge, skills, and experience to support NCOSS's work.• Build and maintain strong working relationships with colleagues to promote collaboration and share resources and insights.

Qualifications and Experience

- Tertiary qualifications in social sciences, public policy, public health, or a related field, or equivalent work and/or life experience.
- Demonstrated experience in policy research and analysis within the social services sector or an advocacy organisation.
- Experience engaging with stakeholders across government and NGOs in support of policy development and advocacy.

Core Competencies

1. **Commitment to Mission** - Demonstrates a strong commitment to NCOSS's goals of promoting social justice and alleviating poverty. Understands and embodies the organisation's values in all activities.
2. **Ethical Integrity** - Acts with integrity and professionalism, adheres to NCOSS's ethical guidelines, and complies with legal and regulatory requirements.
3. **Adaptability and Resilience** - Maintains effectiveness in varying environments and with different tasks, responsibilities, or people. Quickly adapts to change and overcomes obstacles.

Functional Competencies

4. **Technical Proficiency** - Possesses the necessary technical skills required for policy research, analysis, and reporting. Stays updated with industry trends and applies best practices effectively.
5. **Project Management** - Organises, prioritises, and manages policy projects with attention to detail and deadlines. Demonstrates strong organisational skills to ensure project success.
6. **Problem Solving and Innovation** - Approaches policy challenges logically and creatively, identifies solutions, and effectively solves problems while fostering innovation within NCOSS's policy work.

Interpersonal Competencies

7. **Communication Skills** - Communicates clearly and effectively both verbally and in writing. Demonstrates strong listening skills and the ability to convey complex information in an understandable manner.
8. **Stakeholder Engagement** - Builds and maintains positive relationships with a variety of stakeholders, including team members, partners, government bodies, and the broader community.
9. **Cultural Competence** - Shows respect and sensitivity towards cultural differences. Promotes a harassment-free and inclusive environment in all NCOS-related activities.

Personal Effectiveness Competencies

10. **Self-Management** - Manages stress, personal schedule, and workload effectively. Demonstrates self-awareness and maintains a positive professional demeanour.
11. **Learning and Development** - Seeks opportunities for personal and professional growth. Encourages a learning environment within NCOS and actively contributes to ongoing professional development.