

Duty Statement

Title: Senior Policy Officer – Communities

Advertisement:

Royal Life Saving Society is looking for a motivated and talented individual to progress the organisation's focus on reducing drowning among diverse populations. This role requires someone who can coordinate multiple projects with stakeholders at all levels, is an excellent communicator who wants to people to take action, with the ability to write persuasive policy pieces and funding submissions.

This position will undertake a range of activities aimed at extending the organisation's advocacy, policy, programs and services addressing the Australian Water Safety Strategy (AWSS) priority population areas, particularly focusing on Aboriginal and Torres Strait Islander, and multicultural communities.

This role entails developing and strengthening relationships with Aboriginal and Torres Strait Islander and multicultural communities at a National, State and local level; identifying and coordinating funding opportunities for communities who miss out and, supporting RLS State/Territory branches with community engagement, development and delivery of programs that meet community needs.

Our work is guided by the AWSS, which we develop and promote alongside a range of sector and Government Partners. We are equally passionate about promoting the many health, social, and economic benefits of participation in aquatics.

We are looking for someone that has experience and interest establishing relationships with a range of stakeholders at all levels of Government and community, and advocating for the needs of diverse communities to ensure equity and access to high quality aquatic education programs.

Royal Life Saving is supportive of continuous learning and encourages further study. Many of our staff have combined work with masters and PhD level programs. We are open to study partnerships and flexible work arrangements.

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse background are encouraged to apply.

Enquiries can be made via Stacey Pidgeon, National Manager – Research and Policy via spidgeon@rlssa.org.au or 0455 381115.

Applications should address the selection criteria and be emailed to spidgeon@rlssa.org.au or posted to Royal Life Saving Society – Australia, PO Box 558 Broadway NSW 2007. Applications will be considered on submission, and will close formally on **Friday 11 September 2020**.

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Job Description:

The position of **Senior Policy Officer – Communities**, is responsible for:

- Implementing the AWSS recommendations and action statements pertaining to the priority population areas of Aboriginal and Torres Strait Islander peoples and multicultural populations
- Developing and strengthening stakeholder relationships with Aboriginal and Torres Strait Islander and multicultural communities; and across Government at the National and State level
- Identifying and applying for funding opportunities, and coordinating grant programs
- Leading national and state-wide policy and advocacy activities that seek to achieve equity for communities who miss out on swimming and water safety programs, specifically, Aboriginal and Torres Strait Islander and multicultural populations. This will include, but is not limited to: preparing submissions, presentations, reports and media releases
- Contributing to the development and implementation of RLSSA's Reconciliation Action Plan to ensure that our work is inclusive and respectful of the cultures and perspectives of Australia's First Peoples
- Supporting RLS State/Territory branches to engage with communities and stakeholders at the local level; ensuring that strategies and programs meet the needs of the identified populations.
- Providing advice and recommendations on the diversification of the aquatic industry workforce and broader considerations of workforce development to cater to a changing population.

This position will sit within the Research and Policy team, and will regularly collaborate across all Departments to successfully drive policy, advocacy and programs.

Royal Life Saving works with an extensive network of State and Territory Member Organisations (STMOs), Industry Stakeholders, Government, Institutions and Partners. The ability to create and inspire networks is important to the success of this role, as is the ability to forge a range of external partnerships that focus on achieving our objectives.

Royal Life Saving is supportive of continuous learning and encourages further study. Many of our research staff have combined work with masters and PhD level programs of research.

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Scope of Duties:

- 1) **To implement the Australian Water Safety Strategy recommendations relating to the priority areas of Aboriginal and Torres Strait Islander peoples and Multicultural populations**
 - Develop, review and support implementation of Royal Life Saving drowning prevention strategies in partnership with management, committees, industry and communities.
 - Identify and apply for funding opportunities, and coordinate RLSSA national grant programs that address the needs of priority populations.
 - Advocate to National, State and local government for increased access to swimming and water safety education for diverse communities.
 - Contribute to the development and implementation of RLSSA's Reconciliation Action Plan to ensure that our work is inclusive and respectful of the cultures and perspectives of Australia's First Peoples.

- 2) **Develop and manage partnerships that contribute to RLS drowning prevention objectives.**
 - Develop and manage internal and external partnerships across government, industry and affiliate organisations, at the National, and State level, to ensure maximisation of impact of policy, practice and organisational effectiveness.
 - Develop and strengthen relationships with Aboriginal and Torres Strait Islander and multicultural communities at a National, State and local level.
 - Support State/Territory branches to engage with communities and stakeholders at the local level; ensuring that strategies and programs are culturally sensitive and meet the needs of diverse populations.

- 3) **Develop, review and promote RLS policy and research in drowning prevention, water safety and health-related areas**
 - Lead national and state-wide advocacy activities to extend the organisations advocacy, programs and services pertaining to Aboriginal and Torres Strait Islander, and multicultural populations. This includes, but is not limited to, preparing submissions, presentations, reports and media releases.
 - Research and identify emerging issues and trends in or impacting on, priority populations for drowning, and develop policy pieces, media release and government submissions when required.
 - Support Management and STMOs in advocating to Government, securing and/or justifying funding.

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Responsible To: National Manager Research & Policy

Subordinate Staff Directly Supervised: Nil

Subordinate Staff Indirectly Supervised: Nil

Works directly with: Senior Research Officers x 2

Works indirectly with: Chief Executive Officer, Portfolio Managers and Royal Life Saving networks

Limits of Authority:

- Limited to scope of duties as listed above and other duties as required.

Qualifications Required:

- Tertiary level qualification in a health, education or policy related discipline.

Experience Required:

- Experience in a community development, public health or policy related environment
- Experience in developing and maintaining relationships at the National and/or State, Local Government and community level
- Experience of policy development and/or implementation
- Experience liaising with government at a local, State or Federal level.
- An understanding of Federal and State Government systems, structures, frameworks and the broader political environment.

Skills required:

- Knowledge of policy development and analysis
- Knowledge of cultural competence frameworks and an understanding of the broader health issues that impact on diverse communities
- Well-developed stakeholder engagement skills and experience in building partnerships
- An ability to write persuasive policy pieces, articles and funding submissions.
- Ability to develop and implement projects
- Effective written and verbal communication skills
- Well-developed organisational and problem solving skills and the ability to successfully manage competing issues and meet deadlines
- Ability to work unsupervised
- Strong MS Word, Excel and Powerpoint Skills

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Selection Criteria:

Please address the selection criteria outlining skills, qualifications and relevant experience

- Developing and managing partnerships across a range of sectors, including government
- Project management skills
- Written and verbal communication skills
- Flexibility and adaptability
- Depth of understanding/experience in drowning or related sector i.e. community development, health promotion, public health, developing and/or implementing Government policy

Performance Evaluation:

- An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Provision of a written quarterly report on the progress of objectives set in the Work Plan
- Provision of an annual report against agreed objectives.

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Approved By:
(Chief Executive Officer)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name:
(Please Print)

Signature:

Date: