



Settlement  
Council  
of Australia

## Position Description: Policy and Project Officer

<b>Position title</b>	Policy and Project Officer
<b>Position type</b>	Part Time (0.8 FTE) / 12-Month Fixed Term
<b>Location</b>	Canberra, ACT
<b>Reports to</b>	To Be Advised
<b>Roles reporting to the position</b>	Nil
<b>Remuneration</b>	SCHADS Level 4.1
<b>Entitlements</b>	<ul style="list-style-type: none"><li>• Flexible working arrangements</li><li>• Additional business shutdown leave</li><li>• Cultural/religious leave</li><li>• Entitlements in line with the <i>Social, Community, Home care and Disability Services Industry (SCHADS) Award</i> and the National Employment Standards.</li></ul>
<b>Duties and responsibilities</b>	
<p>The Policy and Project Officer is responsible for undertaking and providing support for the development and implementation of policies and projects and contributing to the provision of policy advice.</p> <p>Specific duties and responsibilities include:</p> <ol style="list-style-type: none"><li>1. Providing support in developing and writing policy submissions, briefs, reports, talking points and other outputs on matters related to settlement.</li><li>2. Undertaking research on issues related to settlement as directed.</li><li>3. Liaising with stakeholders to arrange meetings, events, or other asks as relevant.</li><li>4. Keeping abreast of key issues in settlement, multiculturalism, migration, and refugee protection.</li><li>5. Contribute to the design of projects and programs to ensure they are evidence-based.</li><li>6. Undertaking other project, policy and administrative tasks as directed.</li></ol>	
<b>Key accountabilities</b>	

Key accountabilities for this role are:

1. Assist in the development of quality policy submissions or reports.
2. Provide high-quality and sound research and policy advice on matters related to settlement.
3. Contribute to building the evidence base for settlement services and on settlement issues.
4. Contribute to SCOA's strategic planning.
5. Champion the SCOA visions and values.
6. Have a strong understanding of cultural sensitivity and embrace diversity in the workplace.
7. Operate within all regulatory and company compliance including:
  - SCOA policies and procedures
  - Workplace Health and Safety
  - Workplace Regulations and Industrial Awards

#### **Experience, knowledge and skills (selection criteria)**

The following experience knowledge and skills are expected in this role:

1. Excellent written and verbal communication skills.
2. Time management skills, reliability, and an ability to balance multiple competing priorities at a time.
3. Ability to work in a fast-paced environment and to tight deadlines.
4. An ability to identify and respond to stakeholder's underlying needs, ensuring SCOA's work meets the needs of key stakeholders, especially government.
5. Demonstrated experience in diversity and inclusion, multiculturalism, settlement or a related field.
6. Highly developed interpersonal skills and cultural awareness.
7. Commitment to SCOA's vision of an equitable, respectful, and inclusive Australia where effective settlement outcomes provide every opportunity to humanitarian entrants and migrants to fully participate in society.
8. A 'can do' attitude with attention to detail and the ability to follow through.