

**Position:** Senior Research & Policy Officer

**NPYWC Program:** Directorate

**Employment Details:** Full time/ part time / fixed term

**Location:** Alice Springs with some travel to the NPY lands as required

**Base Salary:** \$91,208.99 - \$108,080.49 p.a. (negotiable based on experience) plus 10.5% superannuation and additional benefits

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

The Directorate team is responsible for the overall running of the organisation, ensuring that services provided to women and their families in the NPY region are evidence based and responsive to the needs of Anangu. The team works in close consultation with the Directors ensuring that the voices of the women of the NPY region are being heard.

## Your Role:

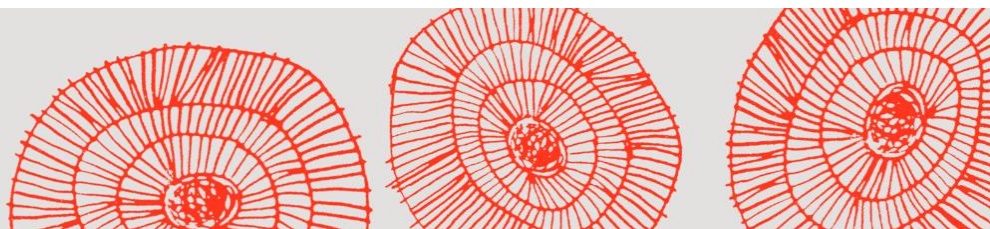
The purpose of the Policy and Research Coordinator is to support NPYWC's research, policy and advocacy agenda. This role will work alongside other staff to identify, develop and respond to policies on a range of issues affecting Anangu across the NPY tristate region.

As part of the Directorate team, this role reports directly to the CEO and works across the organisation to produce research and policy aimed at progressing NPYWC's vision and culture.

## Your Responsibilities:

### Policy and research

- Support NPY Women's Council to effectively measure impact



- Prepare policy studies, papers, submissions and other written communications on a variety of topics of importance to NPYWC's members and services;
- Facilitate policy discussions with relevant internal and external stakeholders;
- Research, analyse and evaluate relevant material;
- Collate and organise qualitative and quantitative data;
- Organise the preparation of summaries of documents and briefings;
- Produce content and recommendations for reports and proposals, collating and representing the voices, ideas and experiences of Anangu in the NPY lands, ensuring a consistent evidence-based approach;
- Coordinate NPY's internal policy library and;
- Report on progress, timelines, and results of policy and research activity.

### **Advice**

- Develop and effectively communicate accurate and timely policy advice through the preparation of briefings, correspondence, speeches and other material;
- Keep up-to-date on government and political themes and schedules, and make this information available to inform the work of the organisation and;
- Develop subject matter expertise.

### **General**

- Contribute to NPYWC's engagement with its members and relevant external stakeholders;
- Contribute to large team projects like executive papers;
- Foster positive relationships with staff across all levels;
- Provide general administrative support relevant to policy and research;
- Attend and provide regular reports to the NPY Women's Council Directors and Annual General Meetings as required;
- Coordinate and organise regular meetings and sessions with key organisations and stakeholders to ensure ongoing engagement and collaboration on the organisation's policy focus areas and;
- Liaise with the Marketing and Communications Officer to develop communications.

## **Skills and Experience:**

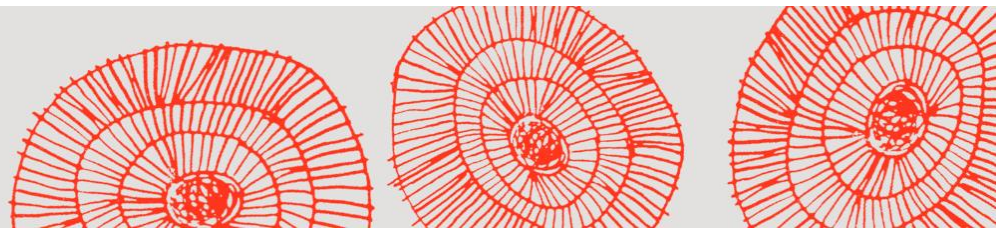
- Excellent oral and written communication skills and the ability to translate and prepare complex reports, submissions and discussion papers in a timely manner for a range of audiences, including people with English as a second, third or fourth language;
- Highly developed organisational skills and a demonstrated ability to effectively prioritise work and manage competing demands;

## **Qualifications:**

- Relevant tertiary qualification/s.

## **Remuneration:**

- Base Salary: \$91,208.99 - \$108,080.49 (negotiable based on experience) per year
- Plus 10.5% Superannuation

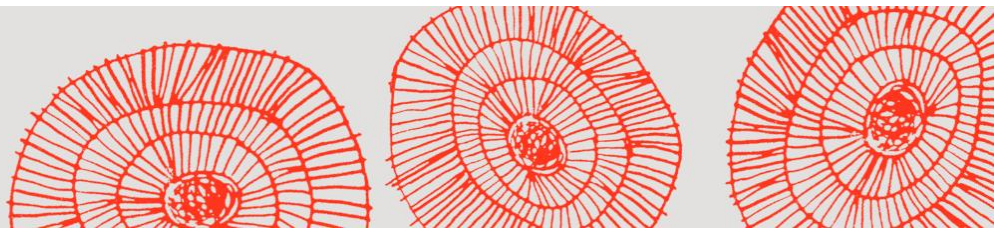


- Have knowledge - or be willing to gain knowledge - in Anangu history, languages, culture and the complex issues facing their communities;
- Good analytical and critical thinking skills with demonstrated ability to engage with research evidence to produce high-quality reports and advocacy materials;
- Demonstrated understanding of government processes, working with NGOs, and the advocacy and policy development process;
- Experience working with Aboriginal and/or Torres Strait Islander people or experience working in remote/regional locations with people from diverse backgrounds and languages;
- Experience in policy analysis, including provision of briefs on key policy issues;
- Experience conducting research and/or report writing;
- Experience working with Anangu or working in the Central Desert region (desirable);
- Experience working in the non-for-profit or community services sector (desirable).

- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.



- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact People & Workplace Services on 08 8958 2359 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

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Employee Signature

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Date