

Position Description

Policy Officer

Permanent, ongoing position
Full time, with part time considered (minimum 3 days)
Sydney based

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

We actively seek to collaborate and partner in our work to maximise its impact. Our priorities are First Nations justice; disability rights; civil rights; energy and water justice; and reducing homelessness.

2. Policy and Advocacy team

The Policy and Advocacy team is responsible for leading PIAC's work on a range of specific strategic policy priorities, as well as supporting the broader policy, advocacy and government relations activities of the organisation. This includes undertaking policy work for the Homeless Persons' Legal Service and providing policy support for the Strategic Litigation team.

The team has combined expertise across policy development and law reform, media and public advocacy, corporate communications, government and stakeholder engagement, organising and campaigning.

3. Position overview

Reporting to the Director, Policy and Advocacy, the Policy Officer will work with staff across the organisation to:

- respond to systemic policy issues;
- provide policy support to projects that integrate legal, advocacy and communication strategies;
- support effective government and stakeholder engagement.

This role will contribute particularly to the policy work of the Homeless Persons' Legal Service to advocate for reform to tackle homelessness. This includes working closely with StreetCare, a committee of people with lived experience of homelessness, supported by PIAC to be effective advocates for change.

The Policy Officer will be able to pick up new issues within PIAC's broad remit quickly, communicate clearly and exercise initiative and judgment. They will manage a workload that balances long-term projects and short-term responses to urgent issues.

4. Major accountabilities

- 4.1 Research and develop evidence-based policy positions to provide a basis for effective advocacy;
- 4.2 Contribute expertise in policy-making and systemic advocacy to PIAC projects to achieve outcomes consistent with PIAC's strategic plan and priorities;
- 4.3 Identify emerging public interest issues relevant to PIAC's vision and strategic plan;
- 4.4 Represent PIAC's point of view in public forums, particularly with a view to influencing debate and promoting public interest outcomes;
- 4.5 Write and contribute to submissions, reports and articles to influence decision makers and the community;
- 4.6 Support the successful implementation of PIAC's Reconciliation Action Plan

5. Knowledge, skills and experience

Essential

- 5.1 Strong skills in research, strategic analysis and policy development;
- 5.2 Exceptional written and oral communication skills, with experience drafting submissions and advocating for policy positions to government and other decision-makers;
- 5.3 Policy and/or advocacy experience involving legislative, law reform and political processes;
- 5.4 Demonstrated understanding of issues facing people experiencing social and economic disadvantage;
- 5.5 Well-developed interpersonal skills and the capacity to develop and maintain relationships and networks.

Desirable

- 5.6 Tertiary qualifications or relevant experience in law or social sciences;
- 5.7 Experience working with government or in the community sector;
- 5.8 Understanding of homelessness policy issues.

6. Conditions

PIAC is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce.

Annual salary range: \$93,920 to \$98,171 (pro rata where applicable) Level 5 on PIAC's salary scale, (increasing to \$99,321 to \$103,815 from 1 January 2024) plus leave loading and superannuation.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging options subject to PIAC's Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

PIAC's Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Public Interest Advocacy Centre Enterprise Agreement](#).

The position is offered five days per week, although part time will be considered (minimum 3 days), as negotiated with the successful candidate. This is a permanent contract.

PIAC is committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

PIAC requires all employees to have up-to-date COVID-19 vaccination.

7. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

Applications should be sent by email to jobs@piac.asn.au.

Inquiries about the position should be addressed to:

Alastair Lawrie
Director, Policy and Advocacy
alawrie@piac.asn.au