

POLICY OFFICER, AGED CARE ROYAL COMMISSION

Position Description and Selection Criteria Statement

POSITION:	Policy Officer, Aged Care Royal Commission
EMPLOYMENT:	Contract Position (0.8 FTE) until 30 June 2020 Negotiated remuneration package
REPORTS TO:	Chief Executive
LOCATION:	Canberra or Melbourne
ORGANISATIONAL RELATIONSHIPS	The position will work closely with the Chief Executive; the Director, Advocacy and Government Relations and other members of the COTA Australia Management team.
THE ROLE:	To contribute high quality analysis, written and oral advice on the work of the Royal Commission from COTA Australia's perspective; and to encourage stakeholder engagement to enable consumer organisations and their constituencies to engage in the processes of the Royal Commission into Aged Care Quality and Safety.

DUTIES AND RESPONSIBILITIES:

- Monitor input to and analyse the proceedings of the Royal Commission on a daily basis
- Prepare written briefs, summaries, submissions and social media content
- Promote awareness among consumer organisations and the COTA networks about the role and work of the Royal Commission and processes for making submissions and raising issues
- Assist the Royal Commission staff to identify key contacts in the aged care sector including case studies on issues identified by the Commission, where requested
- Assist consumer organisations to articulate and prepare input to the Royal Commission on aged care policy issues; and provide them with advice on assisting consumers in their constituencies to do so.
- At the request of the Chief Executive or Director, Advocacy and Government Relations, engage with Royal Commission staff on policy issues, priorities and policy options and preferences from a consumer interest perspective
- Be an active collegiate team member of COTA Australia working independently and as part of a team.
- The position involves a limited amount of interstate travel and may require some work outside normal hours during COTA's national meetings and forums and during key public policy activities (e.g. Federal Budget, elections, parliamentary representations).
- Undertake other relevant activities as directed.

KEY SELECTION CRITERIA

1. Demonstrated expertise in policy development, implementation, evaluation and review.
2. Demonstrated high-level oral and written communication and presentation skills.
3. Demonstrated ability to research and evaluate public policy, social research and program methodologies.
4. Excellent conceptual, analytical and critical thinking skills.
5. Outstanding capacity to work effectively with all stakeholders including older people and volunteers.
6. Excellent organisational skills to deliver quality outcomes under pressure and within tight or multiple deadlines and financial constraints.
7. Appropriate skills in the use of Microsoft computer software
8. Appropriate tertiary qualifications or relevant equivalent experience (desirable).

Position Description Last Reviewed: 20 February 2019