

## **SENIOR POLICY & RESEARCH OFFICER**

### **Position Description and Selection Criteria Statement**

<b>POSITION:</b>	Senior Policy & Research Officer
<b>EMPLOYMENT:</b>	Full time ongoing. Appointment subject to six month probationary period Negotiated remuneration package
<b>REPORTS TO:</b>	Chief Executive, including through any Manager designated by the Chief Executive
<b>LOCATION:</b>	Canberra
<b>ORGANISATIONAL RELATIONSHIPS:</b>	The position will work closely with other members of the COTA Australia management team, the Chair of the National Policy Council, and State and Territory COTA Chief Executives and/or Policy staff
<b>THE ROLE:</b>	To contribute high quality research, analysis, written and oral advice and stakeholder engagement to support COTA Australia's policy development and advocacy work across a range of policy areas which is soundly evidence based, grounded in the COTA policy principles <sup>1</sup> and developed with relevant constituency and stakeholder support and involvement.

#### **DUTIES AND RESPONSIBILITIES:**

##### **1) Develop policy and advice on issues affecting and concerns of older Australians**

- Investigate, analyse and report on public policy issues affecting older Australians, prioritising COTA's Strategic Policy Directions<sup>2</sup> and identified through COTA mechanisms, key sector stakeholders and/or consumer engagement processes.
- Substantively contribute to the development of COTA policies and policy materials, including drafting COTA policy submissions, policy alerts, issues papers, discussion papers, fact sheets and formal policy statements.
- Monitor international and Australian research, issues and initiatives (especially those by the Australian Government). Where relevant, provide analysis, coordinate and/or prepare submissions and other responses.
- Assist the Chief Executive and Director, Advocacy and Government Relations to influence improved outcomes for older Australians through the Government, Opposition and Crossbench policy processes.

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<sup>1</sup> Available at <https://www.cota.org.au/about/our-work/our-principles/>

<sup>2</sup> Available at <https://www.cota.org.au/about/governance/strategic-directions-2016-2020/>

## **2) Support the internal COTA Australia policy development process**

- Provide secretariat services to the COTA National Policy Council (NPC) including with the guidance of the Chief Executive, the preparation of agendas, papers and minutes to a high standard; and contribute to the reporting of activities to COTA Governance structures including the Chief Executive's Board reports.
- Support the operations of the COTA Australia's policy development processes - including liaison with the NPC Chair and ensuring that NPC members and other COTA State and Territory stakeholders are kept informed between meetings.
- Receive input from and provide information, advice and referral to State and Territory COTAs and appropriate national collegiate organisations on policy related issues. Monitor issues presented and researched at State and Territory levels
- Encourage and promote the participation of older Australians, and in particular COTA members/supporters and other key constituencies, in policy development processes
- In conjunction with the Chief Executive ensure COTA Australia is meeting its relevant obligations under its peak body funding (including reporting on achievements and outputs) and delivering on the objectives of its strategic and operational plans.
- Contribute substantively to the planning, organisation, conduct and evaluation of the Annual COTA Australia National Policy Forum.

## **3) Stakeholder Relations, Engagement & Communications**

- Develop and maintain a strong network of stakeholders including collegiate organisations, State and Territory COTAs staff and the public service.
- Provide email and telephone responses to member, general public and stakeholder enquiries.
- Represent COTA on committees and other forums as agreed/delegated.
- Communicate effectively in both oral and written forms, with older people, seniors' organisations and other aged sector and community organisations
- Ensure the public and COTA members/supporters are aware of COTA Australia's policy stances through developing or supporting the development of COTA communication activities. This will include communication material for the organisation's quarterly ONECOTA magazine, website and social media; mainstream media and other publications (including seniors' and specialist media) and through the publication of a regular online national policy newsletter and periodic Policy Alerts.

## **4) Other Duties**

- 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 activities as directed.

## **KEY SELECTION CRITERIA**

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