

## Western Australian Council of Social Service

### Position Description

<b>Position Title</b>	<b>Senior Policy Officer</b>
<b>Classification Level</b>	<b>WACOSS Staff Agreement Salary Scale</b> <b>Level 5 Full-Time until end of Dec 2026 with possibility of extension</b> <b>Level 4.1-4.2 Salary – \$110,036 - \$113,755 plus 12% superannuation</b>
<b>Reporting line</b>	<b>Manager Social Policy and Projects</b>

#### ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service (WACOSS) is the peak body for community service organisations and individuals in Western Australia. We work for a more inclusive, just and equitable society.

As the peak body, WACOSS leads and influences policy, advocacy and sector development across the state. We believe communities can be strong and connected when people have the opportunity, resources and power to participate, contribute and create. Our work is grounded in the knowledge that strong, connected communities are essential to wellbeing. Our members work across every issue that touches people's lives: poverty, housing, early childhood, health, education, family violence, digital inclusion, food security, justice, disability, aged care and disaster resilience.

At the heart of this work are the people and communities who face injustice, exclusion and disadvantage every day. Whether it's families struggling to afford housing, women and children escaping violence, people living with disability or communities left behind by economic and social systems, our sector stands with them.

WACOSS partners with its members to develop evidence-informed policy, undertake research, and advocate with—and on behalf of—people and communities who are furthest from power and influence. Our role is to amplify their experiences, elevate their concerns, and pursue systemic change that delivers social and economic justice for all.

#### KEY PURPOSE:

Working with the Executive and Social Policy team, the Senior Policy Officer will undertake a range of policy, research, project and advocacy activities that promote the wellbeing of all Western Australians, with a particular focus on supporting people and communities experiencing injustice, exclusion and disadvantage.

<b>Social Policy Research &amp; Development</b>	<ul style="list-style-type: none"> <li>• Conduct research, monitor emerging trends, and analyse key areas of social policy.</li> <li>• Prepare evidence-based policy papers, position statements, and submissions aligned with WACOSS strategic priorities.</li> <li>• Consult with service providers and people with lived experience to inform policy priorities, submissions, and recommendations.</li> <li>• Represent WACOSS policy positions to government, industry, and other stakeholders.</li> <li>• Develop and deliver social policy briefings, events, education, and training for stakeholders.</li> <li>• Collaborate with the Communications and Advocacy team to prepare and disseminate information to WACOSS members and the broader community.</li> </ul>
<b>Sector Engagement &amp; Partnerships</b>	<ul style="list-style-type: none"> <li>• Build strong relationships and collaborate with community organisations and decision-makers to progress key initiatives, enhance sector engagement, and co-develop policy.</li> <li>• Establish and promote strategic alliances with organisations, networks, and interest groups relevant to WACOSS' work.</li> <li>• Support community services to contribute to social policy development through consultations, workshops, and other engagement activities.</li> </ul>
<b>Project Leadership &amp; Co-ordination</b>	<ul style="list-style-type: none"> <li>• Coordinate activities, planning, and evaluation for designated work areas in line with Grant Agreement requirements.</li> <li>• Provide expert advice within the project area, including input into policy development and coordination.</li> <li>• Design and implement effective sector engagement processes to achieve project outcomes.</li> <li>• Facilitate and contribute to project planning, monitoring, and reporting.</li> <li>• Work collaboratively with senior government representatives and sector stakeholders on utility hardship.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>• Participate in team meetings, the development of strategic and operational plans and other internal processes as required.</li> <li>• In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities.</li> <li>• Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work.</li> <li>• Demonstrate commitment to WACOSS Vision, Purpose and Values.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Other tasks as appropriate, relevant and directed.</li> </ul>

## SELECTION CRITERIA:

### **Essential**

- Demonstrated policy, research and analytical skills.
- Highly developed written and verbal communication skills.
- Proven ability to produce succinct and impactful reports, submissions, tenders and strategic plans.
- Ability to provide advice on policy content to be included in WACOSS social media posts and media releases.
- Sound knowledge of current Federal, State and non-government social policy issues.
- Excellent interpersonal, relationship building and stakeholder management skills with the proven ability to engage with academic and professional stakeholders.
- Ability to work independently, flexibly and use initiative to problem solve in a fast-paced and changing work environment.
- Relevant tertiary qualification and/or equivalent professional experience.
- Excellent computer, organisation and administration skills.
- Current Police Clearance and WA driver's license.
- Demonstrated commitment to working in alignment with the WACOSS Mission, Purpose and Values.

### **Desirable**

- Understanding of the current social policy landscape.
- Knowledge of community service delivery providers and stakeholders.
- Experience in data analysis and Microsoft Excel.
- Experience in utilities hardship and inequality policy areas.
- Post graduate tertiary qualification.
- Experience in coordinating and managing project work.

### **Authorisation**

This document is an accurate statement of the duties and responsibilities of this position.