

POSITION DESCRIPTION

POSITION TITLE:	Policy Officer
POSITION NUMBER:	4395
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Chief Operating Officer 2289
CLASSIFICATION LEVEL:	PAT 7/8
SALARY RANGE:	\$96,260 - \$120,319 per annum
STATUS (FTE):	1.0 FTE
LOCATION:	Darwin
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	- Ability to obtain and maintain a current NT Drivers Licence

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

This position will lead activities and provide senior level advice and support to the organisation on its policy requirements. The successful candidate will have excellent communication and project management skills and will be flexible, adaptable, and able to deal with a range of tasks, both complex and routine.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. In consultation with the Chief Operating Officer, develop the approach and framework for Menzies corporate policy to ensure strategic goals of the organisation are achieved.
2. Manage all aspects of corporate policy, including conceptualisation, research, consultation, drafting, amending and/or revising and communication of Menzies' corporate policy suite.

3. Provide effective support to policy owners including implementation, assisting with policy related procedural documents and requirements, and monitoring of compliance.
4. Administer the Menzies Policy data base system including policy/procedure release to all employees and use of the internet and SharePoint for communication and version control.
5. Provide support and enable the Menzies Policy Committee to discharge its responsibilities, including coordinating and attending meetings, coordinating Committee papers, managing Membership and refining Terms of Reference as required.
6. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
7. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

Additional responsibilities for appointment at PAT 8:

1. Provide high level support and advice to the Chief Operating Officer, including writing reports and other correspondence as required, and liaising with or assisting to advance matters with internal and external stakeholders.
2. Take the lead in various strategic and operational initiatives as appropriate and as directed by the Chief Operating Officer or Director.
3. Facilitate staff training in policy development, privacy and confidentiality.

SELECTION CRITERIA:

Essential:

1. A degree with significant relevant post qualification or extensive relevant experience.
2. Demonstrated ability and experience in effective policy development.
3. High level computer literacy skills with proficiency in Microsoft Office suite and SharePoint, including an understanding of MS Office Access and Excel, and be able ability to manage a Document Library, webpage and intranet content.
4. Demonstrated ability to communicate effectively, both in writing and verbally, to a range of audiences including people from diverse professional and cultural backgrounds.
5. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.
6. Evidence of ability to initiate and maintain positive and effective relationships with internal and external stakeholders.
7. Excellent attention to detail and the ability to analyse and resolve problems.
8. Strong organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads, work under pressure and work efficiently to strict timelines.

Additional criteria for appointment at PAT 8:

1. A relevant postgraduate qualification; or extensive relevant experience (working in a high-level advisory and management role, preferably in a research or policy environment), or equivalent combination of relevant experience and education.
2. Demonstrated ability and experience in effective policy development and analysis.
3. Proven project management skills, including demonstrated experience writing briefing papers and reports as well as preparing presentation materials.
4. Experience in facilitating staff training in policy development, privacy and confidentiality.

Desirable:

1. Experience in a similar role, preferably in a research, policy or education environment.
2. Knowledge and understanding of the health research environment.

COVID-19 SAFETY REQUIREMENTS:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 14 March 2024

<u>PAT 7/8</u>		
PACKAGE COMPONENT	Minimum Value PAT 7/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised across Professional Administrative and Technical Staff Levels 7 and 8)	96,260	120,319
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,476	16,845
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	9,546	9,546
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	120,959	148,386