

# Position Description

<b>Role</b>	Policy Officer	<b>Reports to</b>	Senior Policy Officer
<b>Approval date</b>		<b>List any attachments to this document</b>	
<p><b>Position Summary</b>            The Policy Officer plays a key role in the policy and advocacy work of the Society, working with the Society’s special interest committees and other team members. The Policy Officer works under limited direction to provide advice and support on moderately complex policy matters, in alignment with clearly established strategic priorities and procedures. The Policy Officer also coordinates stakeholder engagement and collaborates with internal and external stakeholders in relation to policy matters. The Policy Officer is required to have excellent legal policy research and analytical skills. and highly developed written and oral communication skills.</p>			
<p><b>Responsibility profile</b>  <b>Common responsibilities:</b></p> <ul style="list-style-type: none"> <li>Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies, and procedures, and conduct work in a respectful, safe, and efficient manner.</li> <li>Participate in and promote ACT Law Society core workplace programs, including, but not limited to, those relating to performance and professional development.</li> <li>Work collaboratively within the business group and across the organisation to promote effective communication and information sharing.</li> </ul> <p><b>Specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>Research and analyse moderately complex legal, public policy and legal practice issues.</li> <li>Monitor changes in the legislative and policy environment.</li> <li>Engage with the Society’s special interest Committees, government, and non-government stakeholders to develop and progress policy and practice matters.</li> <li>Prepare more complex written materials (e.g., correspondence, policy papers, briefing, submissions, Guidance Notes, Fact Sheets, items for Hearsay, Ethos and EDMs).</li> <li>Support the development of operational policies and procedures related to the work of the Policy &amp; Advocacy Team.</li> <li>Contribute to tasks that support the profession or community engagement that directly relate to policy and practice issues.</li> <li>Support the Communications Officer, with policy content as required for media-related issues.</li> <li>Ensure appropriate record-keeping to support sound information and knowledge management practices.</li> <li>Perform other reasonable duties as directed and necessary in a small team, commensurate with the seniority of the role.</li> </ul>		<p><b>Appointment profile</b>  <b>Essential:</b></p> <ul style="list-style-type: none"> <li>Relevant tertiary qualifications in law and relevant professional experience (1-2 years’ experience in a legal practice, policy or research environment and interest in a broad range of areas of legal practice).</li> <li>professional presentation.</li> <li>strong written and verbal communication skills.</li> <li>strong research, statutory interpretation, administration, and organisational skills (including attention to detail).</li> <li>demonstrated ability to conduct critical analysis of policy issues.</li> <li>knowledge or the ability to acquire knowledge of the Australian legal and justice system, ACT/national policy processes and ACT laws/procedures; and</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience working in a member-based association.</li> <li>Knowledge and understanding of the legal services sector.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>Demonstrated ability to cultivate productive working relationships.</li> <li>Engage with all relevant stakeholders professionally.</li> <li>Contribute to a workplace culture that is consistent with the Society’s vision and objectives.</li> <li>Demonstrated personal integrity, including acting with trust, honesty, and decency and in accordance with the Society’s policies and procedures.</li> <li>Demonstrated initiative managing competing priorities and flexibly adapts to changing requirements.</li> </ul>	