



Position Description

Policy Officer

Key Position Information	
Job title	Policy Officer
Area of focus	NSW CAPO
Business Unit	Closing the Gap
Location	Redfern, Sydney
Reports to	Chief Executive Officer
Status	Fixed Term, Full Time (38 hours / week)
Salary	\$100,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial delegation	Nil
Direct Reports	Nil

About BlaQ
<p>BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit Aboriginal community-controlled organisation. BlaQ is the NSW Aboriginal Lesbian, Gay, Bisexual, Transgender, Queer + Sistergirl and Brotherboy (LGBTQ+SB) peak organisation, working to advocate for, support and empower our Community. BlaQ strives to strengthen community connection through creating safe and inclusive events and gatherings, whilst also advocating that Aboriginal and Torres Strait Islander LGBTQ+SB viewpoints are represented and heard in social policy and reform initiatives.</p> <p>Our Vision</p> <p>We aspire to a society that acknowledges, understands, and values our Queer Aboriginal and Torres Strait Islander Community, that nurtures, supports, affirms, and celebrates the strength, resilience and diversity of our Community. As a NSW Peak Aboriginal Organisation, BlaQ aims to be a voice for Community, to build a platform from where our members can be heard and to advocate Cultural value and self-worth as a people both in Aboriginal Community and as a Queer collective. We recognise our members deserve to feel important, valued, respected; and connected to each other. We want Australia's First Nations LGBTQ+SB people to have the resources, opportunities, experiences, and connections to live self-determining and prosperous lives, embraced by their loved ones and Communities.</p> <p>BlaQ Values</p> <ul style="list-style-type: none"> • BELONGING – To land, To place, To community. LGBTQ+SB people have held a significant place in our communities from time immemorial and continue our right to belong and be included in cultural knowledge, legacy, and traditions. • CULTURE – It's our birthright. To celebrate and educate others about our rich history and culture. Ensure the values of our ancestors are respected and our practices continue for our future generations. • ACCEPTANCE – For self, For Kin. Affirming one's authentic self through the connection of kinships and community. Acknowledging the lived experiences of LGBTQ+SB individuals. • RECOGNITION – Celebrating our place in history and the future. Our culture is one of celebration and ceremony. Acknowledgement of our ancestors and the barriers they overcame and preparing future generations to prepare for the battles yet to come. We celebrate these victories, the resilience and strength our people embody.



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Organisational Environment

The NSW Coalition of Aboriginal Peak Organisations (NSW CAPO) is a coalition of peak Aboriginal community-controlled organisations in NSW. NSW CAPO provides a strong, coordinated, and united voice to address Aboriginal rights, which include, but are not limited to, health, education, housing, employment, legal equality, culture and heritage, child and family supports, disability, social justice, LGBTQ+SB, economic development and promoting respect for human rights. As a signatory to the National Agreement on Closing the Gap (CTG), NSW CAPO has committed to working in partnership with the NSW Government to progress CTG in NSW.

The NSW CAPO provides a forum for member organisations to discuss, share, and exchange information. The secretariat support for NSW CAPO is provided through one of the elected Co-Chairs organisations. Currently, the NSW Aboriginal Land Council provides NSW CAPO Secretariat support.

BlaQ is recruiting this Policy Officer position as a member organisation to contribute to the National Agreement on Closing the Gap. BlaQ was established in 2019 as a collective response to the identified need for strengthened visibility of the Aboriginal and Torres Strait Islander LGBTQ+ community. BlaQ aim to foster pathways that provide informed and authentic representation, that positively impacts the social and emotional wellbeing of our people.

Through a network of sharing, support and connection we will elevate Aboriginal and Torres Strait Islander LGBTQ+ mob from across the country in a safe and inclusive space of belonging that prioritises and reframes us as central to the conversation.

Role Purpose

The Policy Officer provides advice and supports to BlaQ and NSW CAPO relating to Closing the Gap policy and research matters. The primary responsibilities of this position is to provide detailed and informed policy advice to the BlaQ CEO, the NSW CAPO Secretariat and fellow NSW CAPO colleagues for Closing the Gap on a range of complex policy issues including policy analysis and advice in the development and implementation of the current and future NSW Jurisdictional Plans; developing CAPO Closing the Gap policy positions; promoting CAPO's Closing the Gap policy positions to key stakeholders; preparing quality reports; submissions; briefing papers; and correspondence.

Key accountabilities

Key Outcomes / Accountabilities for the Policy Officer are summarised as follows:

- Developing timely advice, detailed briefings, resource materials, reports, correspondence and submissions on a range of complex Closing the Gap policy issues.
- Undertaking research and policy development processes to influence CAPO's Closing the Gap policy agenda.
- Communicating with other CAPO organisations regarding key Closing the Gap policy issues.
- Coordinating with Policy Officers based in CAPO organisations to ensure consistency in approaches to policy advice, while also supporting the specific policy needs of CAPO organisations relating to Closing the Gap;
- Developing and maintaining appropriate planning strategies for the effective oversight of policy development and review processes.
- Representing NSWCAPO in meetings with a range of internal and external stakeholders.



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- Maintaining a comprehensive understanding of issues affecting Aboriginal peoples in NSW.
- Act in accordance with BlaQ’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision making.
- Work closely with BlaQ Community Connector to lead BlaQ’s efforts in coordinating and advising on CTG socio-economic outcome (SEO) 17, on achieving equal levels of digital inclusion for Aboriginal people and Communities in NSW.
- Managing service agreement milestones, payments, reporting requirements, and stakeholder expectations as it relates to CTG SEO 17.
- Assist BlaQ with operational policies and LGBTQ+SB advocacy efforts as advised by the CEO from time-to-time.

Key Challenges

- Major challenges currently faced by the position holder include, but are not limited to:
- Working in a complex social policy environment.
 - Managing a diverse range of tasks at any given time and responding to emerging policy issues and work priorities.
 - Providing timely and effective responses to government reform initiatives despite having limited access to information from within government circles.
 - Maintaining effective dialogue to ensure that CAPO organisations are fully aware of emerging Closing the Gap policy issues affecting Aboriginal peoples in NSW.

Key Relationships

Internal	
Who	Why
CAPO Secretariat	<ul style="list-style-type: none"> • Consult directly, collaborate and maintain open relationships providing accurate information, advise and timely responses to issues • Communicate and report on performance
BlaQ CEO and executive	<ul style="list-style-type: none"> • Reports to, consult directly, collaborate and maintain open relationships providing accurate information, advise and timely responses to issues • Communicate and report on performance
CTG Team	<ul style="list-style-type: none"> • Collaboratively work together to provide accurate information, professional advice and timely responses to issues
Other policy officers in other CAPO organisations	<ul style="list-style-type: none"> • Collaborate to support consistency in approaches to policy advice
Representatives of government, non-government organisations.	<ul style="list-style-type: none"> • Consult, support, exchange information • Establish and maintain constructive relationships • Influence regarding closing the gap matters • Project manage research partner
Aboriginal community members	<ul style="list-style-type: none"> • Engage and support to understand needs and work together to deliver on outcomes.

Key Role Dimensions

Decision making

The position holder will operate with a degree of business flexibility but will consult regularly with CAPO organisations and key government agencies on emerging Closing the Gap issues.

Budget:

- Nil

Staffing:

- Nil

Success Profile – Technical Competencies, Knowledge and Behaviours

Success in the role will be achieved by demonstrating the following technical skills, knowledge and behaviours:

Essential:

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Knowledge and understanding of the Aboriginal community-controlled sector.
- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
- Knowledge and experience in working with and for Aboriginal and Torres Strait Islander LGBTQ+SB Communities.
- Demonstrated experience in policy analysis, policy development and project management.
- Demonstrated interpersonal and negotiation skills.
- Demonstrated political awareness and astuteness.
- Demonstrated research, analytical and information management skills including the ability to use these to formulate, interpret, analyse, implement and evaluate policy and program initiatives.
- Well developed oral and written communication skills including a demonstrated ability to communicate effectively across NSWCAPO and BlaQ networks.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Equal Employment Opportunity practices.

Desirable:

- Tertiary qualifications and/or knowledge in the areas of social and or public policy.



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Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A valid C-class driver's licence is desirable.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.- TBC
- Appointment to this position of a person not currently an employee of BlaQ will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.
- Flexible working arrangements may be available

To apply

Apply with Covering Letter and CV, ensuring "Success Profile – Technical Competencies, Knowledge and Behaviours" criteria above are addressed

Email applications to admin@blaq.org.au

For further information please contact Jessica Bouyamourn on jessica@blaq.org.au or call 0490 420 900.

Please note there is no formal closing date for this role, if you are interested, please apply as soon as possible.