

Information Package for applicants for the position:

Policy and Project Officer, Southern Highlands

Please read entire package carefully for details of the purpose of the position, the skills criteria and how to apply.

Dear Applicant,

Thank you for your interest in applying for the position of **Policy and Project Officer, Southern Highlands** at the Illawarra Forum Inc.

Please read the job description for more specific details of the tasks involved.

You may also like to look at our website www.illawarraforum.org.au to gain more knowledge of the work of the Illawarra Forum Inc.

To apply for the position applicants **MUST** address each of the selection criteria.

How to apply: To lodge a formal application you will need to:

- Provide a statement detailing how you meet each of the selection criteria as detailed above.
- Provide a current resume outlining your work experience and qualifications.
- Provide three referees with current contact phone numbers.
- Provide your address and daytime phone contact details.

All applications are to be posted, emailed or delivered to the Illawarra Forum Inc to reach the office by close of business, 5pm, 24th March, 2017.

Late applications will not be accepted.

Applications should be emailed to patricia@illawarraforum.org.au with the subject line "Confidential – Employment Application" or by mail addressed to:

Illawarra Forum
PO Box 158
Oak Flats NSW 2529

If, after reading this information package, you would like to discuss any aspect of the position in more detail, please contact Sarah Wilson on (02) 4256 4333

I wish you well in your application,

Nicky Sloan

Position Description

Position Title: Policy and Project Officer Southern Highlands	
Period of Contract:	Until 30 June 2018 – contract may be extended, dependent on funding
Hours per 4 week cycle:	112 hours (equivalent of 28 hours per week)
Principal Place of Work:	Baylink - Batemans Bay
Award Classification:	Social, Community, Home Care and Disability Services Award, Grade 4
Accountable to:	For work practices to the Operations Manager, Illawarra Forum Inc. Accountable to the Board of the Illawarra Forum Inc. as the legal employers.

Purpose of Position:

- To strengthen the capacity of the Community Service infrastructure to deliver quality services, which respond to client needs, including special needs groups.
- To strengthen interagency and community relationships.
- To promote better practice in the development of a strong, cohesive community services industry.
- To provide analysis and information on relevant government policy
- To further the mission of the Illawarra Forum.

Aim One:	To strengthen the capacity of community service organisations to meet their goals
Strategies:	<ul style="list-style-type: none"> • Facilitate access to appropriate training. • Facilitate access to governance and management support services • Increase the service infrastructures' responsiveness to client needs • Promote mechanisms for the sharing of good practice models and local, state, national and global initiatives and research. • Identify, source or develop relevant resources • Encourage the development of a sustainable, integrated and skilled workforce • Provide information about inclusive practice and cultural awareness

Aim Two:	To encourage co-operation and co-ordination between community service organisations
Strategies:	<ul style="list-style-type: none"> • Work with networks and interagencies to enhance their understanding of and participation in the planning and policy processes. • Act as a strategic support to the networks. • Encourage collaboration between services to provide end users with pertinent information • Participate in regional networking opportunities • Support collaborative practice

Aim Three:	To conduct policy analysis and research; promote good practice models; and develop innovative models of community services
Strategies:	<ul style="list-style-type: none"> • Facilitating processes in which service delivery agencies identify their research and information needs • Facilitate access to regional demographic data • Maintain and establish links with research institutions. • Liaise with peak agencies and attend relevant State level networks • Collect and collate information on systematic issues, analyse and use it to improve service delivery and influence government policy • Provide high quality, regionally informed responses on relevant policy reform and inquiries

Aim Four:	To further the mission of the Illawarra Forum
Strategies:	<ul style="list-style-type: none"> • Actively participate in planning and development activities • Work cooperatively as part of the Illawarra Forum team of staff, Board and members. • Prepare reports as required for accountability to the Illawarra Forum Board, members and funding bodies. • Be responsible for accurate and timely self-administration.

Essential Criteria

1. Relevant qualifications and experience within the community services industry.
2. Knowledge of the disability and aged care industries including up to date knowledge on the NDIS transition and Aged Care reforms.
3. Excellent communication skills both verbal and written, including the ability to facilitate meetings/ consultations and write reports.
4. Excellent computer skills and proficiency in Microsoft including excel, word, and outlook.
5. Demonstrated ability to work with a high level of independence, including ability to develop and implement project plans.
6. Demonstrated research and analytical skills.
7. A demonstrated commitment to high professional ethical standards and a diverse workplace.
8. Driver's license and access to a comprehensively insured vehicle.

Desirable Criteria:

1. Existing relationships with community service providers in the region.
2. Event coordination skills.