

POSITION DESCRIPTION

Policy and Project Officer

Position Title:	Policy and Project Officer
Location:	Canberra
Status:	Contract until June 2018, with the possibility of extension.
Hours:	75 per fortnight
Remuneration:	\$61,000 - \$65,000 per annum plus superannuation

About FECCA

FECCA is the peak body which represents diverse multicultural communities in Australia. FECCA's national office, located in Canberra, is staffed by a small and professional team. FECCA advocates on behalf of Australians from diverse cultural and linguistic backgrounds to Government, business and the broader Australian community. FECCA supports the national agenda on multiculturalism, including the promotion of racial, religious, ethnic and cultural harmony in the community.

FECCA's work focuses on all aspects of Australia's multiculturalism and covers a wide range of subject matters, including aged care, employment, women, youth and children, access and equity, health, older Australians, regional and remote communities, immigration, new and emerging communities, and people with disability.

FECCA adheres to the principles and practices of equal employment opportunity, industrial democracy and occupational health and safety. All FECCA staff are expected to contribute to applying these principles and practices in the workplace.

Key Position Objectives

The position is responsible for identifying issues impacting on Australians from culturally and linguistically diverse backgrounds, developing solutions and providing high level policy advice, including through submissions to both government and non-government inquiries and policy reviews. In collaboration with the team, the position is responsible for FECCA's multicultural access and equity work and supports FECCA's policy and project work in a variety of areas. In collaboration with the team, the position is expected to strengthen FECCA's capability to influence government policy and the broader public to advance a successful and cohesive multicultural Australia.

Reporting Relationship

The position reports to the Senior Policy and Project Officer and works collaboratively with the FECCA team and selected volunteer community representatives.

Duty Statement

- Provide advice on issues and other activities as identified by the Director and the Senior Policy and Project Officer, including support for FECCA events and representation of FECCA at such events.
- Provide high level advice on selected policy areas impacting Australians from culturally and linguistically diverse backgrounds, and particularly in mental health, gender equality and youth issues.
- Provide intellectual and analytical input into identifying issues, and developing policy solutions on issues, relating to multicultural access and equity, migration, and community relations.
- Identify, prepare and complete selected consultations with community and other stakeholders.
- Provide high level policy input, develop submissions and other substantive documents to inquiries and policy reviews.
- Organise and provide secretariat support to selected FECCA Committees, including organising teleconferences, taking minutes, and facilitating information distribution to Committee members.

Applicants should be aware that at times this role may involve interstate travel.

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Selection Criteria

Essential Criteria:

1. Motivation and commitment to cultural diversity and its associated values.
2. Exemplary written skills demonstrated through policy, submission, correspondence and/or report drafting.
3. Understanding and experience of government processes, how NGOs work, and policy development.
4. Sound understanding of a broad range of issues impacting Australians from culturally and linguistically diverse backgrounds, particularly in mental health, gender equality and youth issues.
5. Highly developed conceptual, analytical and problem-solving skills, including strong research skills and the capacity to evaluate, synthesise and critically analyse complex issues.
6. High level consultative skills including the ability to deal with tact with a wide range of stakeholders, many of whom may be of culturally, linguistically, racially or religiously diverse backgrounds.
7. Excellent interpersonal skills and oral communication skills.
8. Ability to handle several tasks at once, to be highly self-motivated, flexible and to be able to work under pressure in an often stressful and busy environment.
9. Ability to work professionally as part of a team in a positive and supportive manner.
10. Ability to effectively use Microsoft office.

Desirable Criteria:

11. Tertiary qualifications in a relevant discipline.

Applicants are expected to identify their claims against all selection criteria in order to be considered for an interview.