

## POSITION DESCRIPTION



### POSITION OBJECTIVE:

To address the causes of transport disadvantage in Victoria.

---

### POSITION DETAILS:

<b>Position Title</b>	Transport and Disadvantage Policy Analyst
<b>Team</b>	Policy Team
<b>Classification</b>	Level 3-4 (Commensurate with experience)
<b>Salary Range</b>	\$57,738 - \$76,093
<b>Status</b>	0.9 -1.0 FTE
<b>Reports to</b>	Policy and Public Affairs Manager
<b>Located</b>	L8, 128 Exhibition Street Melbourne.
<b>Last updated</b>	26 July 2010

---

### THE ORGANISATION

The Victorian Council of Social Service (VCOSS), as the peak organisation of the non-government social and community services sector, raises awareness of the existence, causes and effects of poverty and inequality, and contributes to initiatives seeking to create a more just society.

VCOSS has over 450 members and regularly consults with them in order to represent to government and the wider community on issues relating to disadvantage. We develop and critique government and related policies, carry out research and promote our views through publications, the media and speaking out through diverse networks.

### ORGANISATIONAL VALUES

- Energy and vision
- Integrity and result
- Collaboration, inclusiveness and team work
- Continuous improvement and sustainability
- Open constructive communication

**ROLE**

This position reports to the Policy and Public Affairs Manager and works closely with the other members of the policy team.

**KEY ACCOUNTABILITES:**

- **Policy Development:** Identify strategic goals and develop public policy recommendations on transport issues that are innovative, practical and which represent best-practice; initiate and engage in collaborative policy development forums that build sector capacity to develop policy solutions and progress shared approaches; and provide high level written and verbal advice on transport policy.
- **Advocacy:** Use diverse approaches to advocacy; work with other community organisations to represent the interests of disadvantaged and vulnerable Victorians with regard to transport issues.
- **Research:** Identify and coordinate discrete areas of research to further VCOSS’s policy and advocacy objectives, supervise volunteers and interns in conducting research, as required.
- **Representation:** Represent VCOSS on external committees and public forums as appropriate, build and maintain relationships with government ministerial and departmental staff and with sector representatives.
- **Public Affairs:** Develop strategic approaches for media on transport issues in consultation with the media coordinator, maximising media coverage of VCOSS policy positions; write relevant and well researched contributions for VCOSS publications and submissions, including the state budget submission;
- **Team collaboration:** Contribute to the smooth operation of the policy team and VCOSS through participation in policy team and organisational matters; and contribute to VCOSS events and forums as required.
- **Budgetary:** Raise funds, where necessary, to commence or extend the scope of a project or distinct work area, monitor project income and expenditure with the scope of the Delegated Authorities Policy, as required;

**ORGANISATIONAL RELATIONSHIPS:**

<b>Reports to</b>	Policy and Public Affairs Manager
<b>Supervises</b>	Policy officer/s and/or volunteers
<b>Internal Liaison</b>	Policy team – including media coordinator and writer/ editor CEO
<b>External Liaison</b>	VCOSS Board

VCOSS members  
Government departments  
Ministerial advisors

## **COMPETENCIES:**

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

This employee works under broad direction from senior management and exercises a high level of autonomy in the methods used to achieve program objectives. This employee will deliver a program, activity, operational policy, service or function and will be required to coordinate the activities of the work area and/or project/s and deliver specialist advice on the discrete work area/discipline.

This employee is may be required to supervise employees engaged in the discrete work area.

Other accountabilities may be assigned in accordance with the Delegated Authority Policy. All employees are required to adhere to VCOSS policies and procedures.

### **JUDGEMENT AND DECISION MAKING:**

This role requires the employee to exercise specialised judgement, including political judgement, which includes applying complex concepts to policy development, research or activities within the work areas of energy and housing or other areas as directed from time to time.

This employee has the ability to represent the organisation in a range of advisory capacities including public forums, external committees and working groups.

### **SPECIALIST KNOWLEDGE AND SKILLS:**

The position requires extensive experience in the following areas:

- detailed knowledge of activities and work practices relevant to transport and disadvantage;
- strong analytical and research skills;
- knowledge of government priorities, policies and strategies;
- excellent written and verbal communication skills and demonstrated ability to prepare concise and accurate reports;
- the ability to confidently address and negotiate with groups and individuals; and
- sound political acumen.

### **MANAGEMENT SKILLS**

This officer must demonstrate the ability to –

- manage time,
- set priorities and plan and organise work to be undertaken to achieve targets in the completion of a diverse range of activities,
- develop budgets and manage finances within the scope of their discrete work areas.

## **INTERPERSONAL SKILLS**

This officer must have:

- highly developed interpersonal skills with the ability to liaise with and gain the co-operation of all levels of management, staff and stakeholders.
- excellent written and verbal communication skills and demonstrated ability to prepare reports and submissions.
- ability to lead, motivate and develop other employees.
- ability to discuss and resolve problems, both internally and externally.
- strong strategic, management, and business and project planning skills.

## **QUALIFICATIONS AND EXPERIENCE:**

This employee must have:

- a minimum tertiary qualification equivalent to a three or four year degree with substantial experience, OR
- a relevant post graduate qualification, OR
- substantial relevant experience to undertake the range of activities involved;
- demonstrated experience in the development of policies and strategies.
- experience in the community sector highly regarded

## **KEY SELECTION CRITERIA:**

1. Understanding and commitment to the objectives and values of the organisation and a capacity to represent VCOSS views as required.
2. Demonstrated a high level of understanding of key issues pertaining to transport and disadvantage in Victoria or ability to quickly demonstrate such an understanding.
3. Highly developed skills in strategic policy development and advocacy, including experience in developing innovative, practical and best practice solutions to policy issues, in campaigning for policy change, in lobbying and representation and in media.
4. Knowledge of the Government processes, public policy development and issues affecting the non-government sector and VCOSS members.
5. Well developed conceptual, analytical, research and evaluation skills, and capacity to provide authoritative and strategic advice.
6. Highly developed written and verbal communication skills.
7. Ability to manage and prioritise a range of tasks, plan workloads and work to deadlines.
8. Highly developed interpersonal skills, with a capacity to build rapport with a wide range of people.
9. Experience in working in the community sector, including with volunteers, would be highly regarded.

## **OTHER RELEVANT INFORMATION:**

- **VCOSS Enterprise Agreement**  
The Victorian Council of Social Service Enterprise Agreement 2006 governs the salary and conditions of employment.
- **Occupational Health and Safety Responsibilities**  
The *Occupational Health and Safety Act 2004* provides for OHS responsibilities to managers and employees. These include:

***VCOSS (Section 21):***

An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.

***Employees (Section 25)***

While at work, an employee must:

- a. take reasonable care for his or her own health and safety; and
  - b. take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and
  - c. cooperate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed under the Act or regulations
- **Staff Code of Conduct**  
VCOSS employees, volunteers and interns are expected to comply with the Staff Code of Conduct:

VCOSS staff members must always:

- Act:
  - honestly and in good faith,
  - fairly and reasonably, and
  - in a socially responsible manner;
- Treat others with respect and dignity;
- Value the diversity of our community;
- Recognise and avoid conflicts of interest; and
- Comply with the letter and spirit of the law.

VCOSS staff members must never:

- Take improper advantage of their position,
- Mislead others,
- Make improper use of information they have obtained,
- Disclose confidential information, and
- Otherwise behave in a way that will reflect badly on VCOSS.

- **Membership**  
Membership to VCOSS is open to all interested individuals and organisations in Victoria who support the mission of VCOSS and who agree to abide by the VCOSS member *Code of Conduct*. VCOSS staff undertake regular engage with members ...
- **Privacy**  
VCOSS affirms that the collection and handling of applications and personal information related to your employment will be consistent with the requirements of the *Information Privacy Act 2000*.
- **Diversity and Equity**  
VCOSS values diversity amongst its staff and is committed to the principles of equal opportunity and affirmative action in order to create an inclusive environment. VCOSS encourages applications from people with a disability, Indigenous Australians, people from cultural and linguistically diverse backgrounds.