



Senior Policy Officer - Advocacy and Policy Lead

Position Description

About Shelter Tas

Shelter Tas is the peak body for housing and homelessness services and low to moderate income housing consumers in lutruwita/Tasmania. Shelter Tas is an independent member-based organisation.

Our vision is affordable, appropriate, safe and secure housing for all Tasmanians and an end to homelessness.

Our mission is to provide a united voice for services and service users that creates a framework to effect positive change in the housing and homelessness sector.

We work to ensure that low-income and disadvantaged people in Tasmania have access to housing that is affordable, safe, secure and appropriate to their needs.

About the role

Shelter Tas has a permanent position available, for approx. 30 hours per week, at SCHCADS Award Level 7.

We are a for-purpose member-based organisation, who can offer flexible working hours in a Central Hobart office location.

We are looking for an experienced candidate to join our small and dedicated team, who will play a key role in providing policy analysis, research, and expert advice to Shelter Tas and its member organisations, to support systemic advocacy on housing and homelessness issues in Tasmania.

The position provides high-level support and advice to the Chief Executive Officer, the Executive/Board, the Shelter Policy Committee, and the Shelter Tas team.

Location

Shelter Tas Office - Suite 33, 110-114 Collins Street, Hobart

Responsible to

Chief Executive Officer

Liases with

Shelter Executive/Board and Policy Committee

CEO and Shelter Tas team

Community housing and homelessness service providers, consumers and other key stakeholders

Local, State and Commonwealth Government members and their agencies

Hours	Up to 30 hours per week (to be negotiated with the successful applicant), aligned with a five-year funding contract. Probation period for this role is 4 months.
Award classification	Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010 – Social and Community Services Employee Level 7.
Responsibilities	Reporting directly to the CEO, the successful candidate will work with a high degree of autonomy and be willing to take initiative, including leading the organisation as Acting CEO when required.

ABOUT THE ROLE

This is a senior position within Shelter Tas, providing expert advice and support to the CEO and staff, Shelter Tas Executive/Board and Policy Committee. It includes Acting CEO responsibilities when required, as well as a collaborative approach to working in a small team.

The Policy Officer will research and develop written submissions and documents for Shelter Tas to influence decision-making, inform stakeholders and raise awareness of concerns within the housing and homelessness sector.

Essential responsibilities include building and maintaining strong relationships with member organisations and external stakeholders, developing strategic responses to emerging issues, and analysing government policy and housing and homelessness issues that impact disadvantaged, vulnerable and low-income Tasmanians.

KEY ACCOUNTABILITIES

1. Research and policy development

- Research and prepare high quality evidence-based written reports, briefings, submissions, position statements, and other resources
- Draw on relationships with key stakeholders to identify and develop policy solutions
- Support and advise the CEO in delivering policy and research projects

2. Systemic advocacy

- Review and analyse government policy and its impact on housing and homelessness in Tasmania; prepare written submissions for relevant inquiries, in consultation with the CEO
- Provide policy briefings, media speaking notes and draft correspondence for the CEO and Executive Committee/Board, as required
- Identify opportunities for advocacy leadership, and represent the organisation at forums, conferences, meetings and within state and national networks

2. Sector capacity building and education

- Consult with, and inform members and community sector and government stakeholders on current and emerging issues affecting Tasmanians at risk of or experiencing homelessness or housing insecurity
- Work collaboratively with colleagues to communicate research/policy in various forms, and prepare media releases and other media commentary with the Communications Officer and CEO
- Maintain awareness of relevant policy and research developments, and share information with other Shelter Tas staff and members

3. Contribute to organisational viability

- Work with other Shelter Tas staff to review work, document activities, and evaluate outcomes and learning, including contributing to reports and data collection for the Shelter Executive/Board and funding body; contribute to quality improvement processes within Shelter Tas
- Actively contribute to staff and other meetings and forums as required, including secretarial support to Shelter Tas Policy Committee and housing and homelessness sector forums
- Other duties as required

ABOUT YOU

You have experience working in policy or advocacy in the not-for-profit sector, a peak body, or government.

You have a clear desire to join Shelter Tas as we work with our members to reduce and eliminate housing stress and homelessness in Tasmania. Like us, you believe that affordable, appropriate, safe and secure housing is a fundamental human right.

You enjoy working in a challenging and evolving policy environment, characterised by significant reform opportunities, with the potential to drive meaningful change.

OTHER INFORMATION

- The successful applicant will work primarily at the Shelter Tas office in Hobart, with occasional travel within the state and interstate
- Shelter Tas employees must be aware of and comply with requirements of the Federal *Work Health and Safety Act 2011* and the Tasmanian *Work Health and Safety Act 2012*, and their associated amendments and regulations.
- Shelter Tas employees must be aware of and comply with requirements of acts and regulations related to equal employment opportunity, equity, diversity and anti-discrimination
- All Shelter Tas employees must undergo a National Police Check and complete a Confidentiality Agreement and Pre-Employment Health Report as a condition of employment

More details can be found in the Advice to Applicants document.

SELECTION CRITERIA

(Shelter Tas will only consider applications that address ALL selection criteria)

Essential

1. Relevant tertiary qualifications or appropriate expertise and experience in housing and social policy
2. Capacity to deliver succinct, clear, evidence-based, and targeted communications in written and verbal form
3. Adaptable approach to managing work in a small, busy team environment, including leadership or management experience
4. Understanding of current social policy issues, government processes and the impact of housing and homelessness policy on the community sector and service users, or the ability to develop this understanding quickly
5. Demonstrated ability to synthesise complex information from a variety of sources and to analyse data trends and stakeholder reports (e.g. ABS and AIHW housing and homelessness data, as well as insights from our member organisations)
6. Demonstrated capacity to work to strict deadlines under limited direction

Desirable

7. Experience working in the housing and/or homelessness sectors
8. Experience developing and maintaining networks with community organisations, peak bodies, and government agencies
9. Current driver's licence

Shelter Tas promotes equal employment opportunity. All selection is based on proven experience, qualifications and/or training and the applicant's potential to most efficiently and effectively undertake the responsibilities of the position.

Applications to be received by **9am Tuesday 5th March, 2024** to training@sheltertass.org.au.



Authorised by Pattie Chugg
Shelter Tas Chief Executive Officer
February 2024.