

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Policy and Evaluation Officer
EMPLOYMENT TYPE:	Part time
TENURE:	12-month contract with possible extension dependent on funding
POSITION HOURS:	up to 0.8 FTE
REPORTS TO:	Community Development Manager
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi-Business Agreement (MBA)
CLASSIFICATION:	SCHCADS
REMUNERATION:	SCHCADS Award Rate from \$93,860.00 (pro-rata) to \$102,554.40 (pro-rata) depending on experience, plus salary packaging.

ABOUT THE ORGANISATION

The Northern Community Legal Centre Inc (NCLC) was formed through the amalgamation of Broadmeadows and Moreland Community Legal Centres in January 2016. NCLC provides legal services and community legal education to the most vulnerable and disadvantaged people in Melbourne's north west, and advocates for equal access to justice for all.

NCLC employs 28 staff to provide advice, casework, community legal education, community development and administrative support to priority client groups, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and victims of elder abuse. Our main office is in Broadmeadows and we assist clients at a range of outreach locations and at the Broadmeadows Magistrates' Court.

PURPOSE

The Policy and Evaluation Officer working collaboratively with the Management Team will contribute to program development within NCLC with a particular emphasis on monitoring legal needs in our community. Utilizing data to identify legal needs including systemic barriers to justice and applying evaluation frameworks across internal programs to ensure that our interventions are evidence-based and demonstrating intended outcomes.

The Policy and Evaluation Officer will contribute to policy development, law reform, advocacy, research, monitoring and evaluation, submission writing and consultation to inform public policy and address systemic barriers that impact upon justice equity.

The Policy and Evaluation Officer will represent NCLC on reference and/or advisory groups and provide expert advice in line with NCLC strategic priorities.

KEY RESPONSIBILITIES:

- 1) Proactively identify and analyse emerging policy issues in priority areas with a focus on influencing social policy advice and recommendations. Participate in the development and implementation of advocacy strategies and tactics
- 2) Contribute to the preparation of submissions for relevant government inquiries so that NCLC's position is communicated and recognised as a key stakeholder and credible expert in these processes, leading to improved access to justice for the NCLC communities
- 3) Conduct robust environmental scanning and analysis of emerging research and developments related to NCLC priority areas
- 4) Develop advocacy communication material for a variety of channels to translate knowledge and extend influence
- 5) Contribute to NCLC program design and development applying evaluation frameworks across internal programs to ensure that our interventions are evidence-based and demonstrating intended outcomes
- 6) Prepare funding submissions to support NCLC program development and provide reports to funding bodies
- 7) Ensure NCLC's work is informed by the voices of those impacted by public policy, including NCLC client and staff experience.

SELECTION CRITERIA

Essential

- 1) High level strategic thinking, conceptual agility, and analytical skills, including the proven ability to map current trends and issues and contribute to new initiatives.
- 2) Experience working in policy and advocacy within the community sector, a peak body, government department or statutory authority, including demonstrated contributions to policy formulation.
- 3) High level writing and editing skills that can be applied to a range of documentation, with attention to detail.
- 4) Experience working in the not-for-profit sector.
- 5) Demonstrated ability to work independently and autonomously including being able to meet performance indicators in a remote working environment.
- 6) Excellent organisational skills with flexibility to manage competing demands to meet deadlines and demonstrate resilience in the face of change.
- 7) Tertiary qualification in social policy, social science, law, economics, or other relevant discipline.
- 8) Proficiency in quantitative data analysis and ability to generate insights
- 9) Advanced skills in use of Excel to analyse data

ACCOUNTABILITY

This position is accountable to the Partnerships and Community Development Manager.