



Dear Potential Applicant,

Thank you for your request for information regarding the **Policy and Research Officer** position.

The Tasmanian Council of Social Service has an exciting and challenging position available for a skilled, motivated and dynamic individual.

As a leading social justice organisation in the state, TasCOSS participates in research and policy analysis, advocacy, public campaigns and other projects designed to advance the social justice agenda in Tasmania. In the lead up to the March State Election, much of TasCOSS' advocacy work will be directed at ensuring that there will be gains for Tasmanians affected by poverty and inequality regardless of who forms government. At a national level, TasCOSS contributes to the work of ACOSS and the COSS Network.

As part of the Social Policy and Research team, this position will have responsibility for developing TasCOSS policy positions in critical social policy areas, consulting with TasCOSS members and other stakeholders, assisting to develop and implement advocacy and campaigning strategies, and participating in ongoing research projects.

The Policy and Research Officer will also have an important role to play in providing advice, briefings and other support to the public positions that TasCOSS advocates.

The Policy and Research Officer will report to the Manager, Social Policy and Research. The Policy and Research Officer will be expected to work closely with the Manager and other Social Policy and Research staff.

The position will be paid at Level 6 under the TasCOSS Staff Wages Policy, which currently commences at \$53 825.

Applicants seriously interested in this position are encouraged to contact Martin Gibson, Manager, Social Policy and Research, on 6231 0755.

Applications should be marked Confidential and addressed to:

Martin Gibson
Manager, Social Policy and Research
TasCOSS
PO Box 1126
Sandy Bay, TAS, 7006.

must be received by 9am on ***Monday 6 July 2009***.

Alternatively they can be emailed to Martin Gibson at martin@tascoss.org.au by the same time and date.

Yours Sincerely

Martin Gibson
Manager, Social Policy and Research



**TASMANIAN COUNCIL OF SOCIAL SERVICE INC.
(TasCOSS)**

Position Description

Title	Policy and Research Officer
Responsible to	Manager, Social Policy and Research

The Policy and Research Officer is required to work with a high degree of autonomy in setting priorities, work with minimal supervision and exercise initiative and professional judgement.

Hours of Work	30.4 hours per week. This is a 12 month position subject to successful completion of a 3 month probationary period.
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Wage Rate	TasCOSS Staff Wages Policy, Level 6.
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Special Conditions

- State-wide travel and out of hours work and occasional interstate travel may be required.

Statement of Responsibility

- Analysis, research and development of policy for TasCOSS across a broad range of social policy areas including energy, utilities and consumer issues.
- Representation of TasCOSS in policy forums.

- Assistance with the development and implementation of TasCOSS advocacy and campaigning strategies.
 - Assistance with the development and implementation of communication mechanisms linking Tasmanian community service organisations with the Tasmanian Department of Health and Human Services and other government agencies as appropriate.
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Tasks

1. Maintain awareness of current research developments in social policy and ensure wherever possible that information on such developments is shared with other TasCOSS staff.
2. Prepare policy papers and reports on social justice issues relevant to the community services sector and Tasmanians living on low incomes or experiencing disadvantage.
3. Undertake consultations with the community services sector in order to identify issues, gaps in services, emerging needs and policy responses.
4. Provide policy briefings and media speaking notes to the TasCOSS CEO and Manager, Social Policy and Research, as required and often at short notice.
5. Contribute to the preparation of TasCOSS publications and other resource materials for the purpose of informing the community services sector, government and other sectors about social policy issues and TasCOSS' work.
6. Work in collaboration with the CEO, Manager Social Policy and Research and other TasCOSS staff on strategic directions for TasCOSS, as appropriate.
7. Participate in public forums, conferences and sector meetings relevant to the work being undertaken.
8. Participate in community sector capacity building initiatives in conjunction with the Manager, Social Policy and Research, CEO and other TasCOSS staff.
9. Work in collaboration with other Social Policy and Research Team staff to review work, document activities, and evaluate outcomes and learning.

Selection Criteria

Essential

1. Tertiary qualification relevant to the position or equivalent experience.
2. A well developed understanding of current social, economic and political issues impacting on low income and disadvantaged people in Tasmania.
3. Ability to provide high level policy analysis in the development of policy on issues of social justice..
4. Demonstrated commitment to the principles of social justice.
5. Skills in strategic analysis and development.
6. An understanding of community sector, bureaucratic and government processes and the way they impact on the development of social policy.
7. A high degree of proficiency in oral and written communication.
8. Well developed self management, time management and organisational skills.
9. The capacity to work both autonomously and cooperatively and sensitively within a teamwork environment.

Desirable

1. Previous experience in policy analysis and development in relation to energy, utilities and consumer issues.
2. Well developed information technology skills.

Authorised by:

Tom Muller
CEO
17/06/2009