**Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Research and Policy Officer | | |
| **Salary Range:** | $92,933 to $105,180 – *Salary and Level negotiable on skills qualification and experience* | **Reports To:** | National Secretary |
| **Location:** | 255 Drummond St, Carlton VIC | **Date:** | 5th December 2018 |
| **Position Overview** | | | |
| We are seeking a highly-skilled, inquisitive and passionate individual who can work with HSU branches to develop a comprehensive policy platform in the interests of our members and the people they support. Working as part of a small team and reporting to the HSU National Secretary, the ***Research and Policy Officer*** will be responsible for monitoring changes to national policy, legislation and regulations that affect our members working in the health and community services sectors. | | | |
| **Organisational Context** | | | |
| The Health Services Union (HSU) is one of Australia’s fastest growing unions, with over 85,000 members. Our members are at the forefront of nation-changing initiatives such as the National Disability Insurance Scheme (NDIS), the forthcoming Aged Care Royal Commission and broader reforms to the public and mental health systems. The HSU is comprised of eight autonomous branches and the role of HSU National is to facilitate cross-branch coordination, which supports membership growth, and, by extension, the collective power of working people. Through this, we ensure that HSU members have a strong and powerful voice in the debates that shape their working lives and their communities. | | | |
| **Principal Duties** | | | |
| * Monitoring changes to national policy, legislation and regulations that affect HSU members in various industry sectors (public health, aged care, disability, ambulance services, mental health, etc.) * Preparing submissions to Parliamentary Inquiries and consultation papers. * Develop and maintain relationships with HSU branch officials and key external stakeholders (e.g. other unions, peak bodies, politicians, etc.) * Contribute to the development of briefs for use in political lobbying. * Brief and provide advice to the HSU National Secretary and HSU National Executive in relation to relevant policy developments and emerging industry issues. * Provide advice and support to HSU branches seeking research assistance from HSU National. * Manage externally commissioned service providers/consultants engaged to provide research services to HSU National. | | | |
| **Essential Requirements** | | | |
| * Outstanding written and verbal communication skills, with the ability to tailor messages to different audiences. * Highly-developed research skills, using both qualitative and quantitative methods. * A strong understanding of the Commonwealth legislative process. * Demonstrated project management skills, with experience in managing multiple projects simultaneously. * High-level digital literacy skills. * Ability to work under limited supervision. * Demonstrated commitment to the values and underlying principles of the union movement, social justice, community development and equity. * Knowledge of/or experience in the health and community services sector is desirable, although not essential. * Tertiary qualification in a relevant field and or extensive experience in a similar role. | | | |