

Indigenous Policy Assistant Position Description



Location:	Sydney	Employment Status:	Full-time 12-month contract
Award or Scale:	Modern Federal Award	Award Grade & Level:	SCHADS Award Level 3, Paypoint 2 – Level 4, Paypoint 1
Reports to:	Director Policy and Campaigns	Salary range:	\$44,179.20 - \$51,916.80 per annum (above the award rate)
Probation Period:	1 month	Performance Review:	1 month, then every three months
Position Description approved:	ACCAN CEO 12 September 2012	Salary Review:	n/a
		Position Description Review:	n/a

About ACCAN

The Australian Communications Consumer Action Network, ACCAN, is Australia's peak body representing the interests of all consumers in information and communications issues. ACCAN is an important and independent consumer voice promoting the accessibility, quality of service, affordability and availability of communications services for all Australian consumers with particular concern for vulnerable consumers whose needs are underrepresented.

ACCAN's role is to:

- promote the consumer objectives of accessibility, affordability and availability to all consumers;
- promote the development of Australian ICT resources;
- develop a strong, coordinated voice for consumers and to represent and advocate on behalf of consumers to Government, regulators and the telecommunications/communications industry;
- undertake research, policy development and education;
- facilitate access to and dissemination of information to consumers, consumer representatives and consumer organisations;
- advocate on behalf of consumers on telecommunications laws affecting consumers, law reform, policy development and in relation to industry practices;
- participate in regulatory and co-regulatory activities; and to contribute to the

- development of Government policy in telecommunications and communications,
- making markets work well for consumers,
 - making a difference for consumers with disabilities.
 - manage a community grants program.

ACCAN is a not-for-profit company.

Job Summary

The purpose of the Indigenous Policy Assistant position is to

- contribute to the achievement of the goals and objectives set out in the Strategic Plan and the Annual Work Plan;
- assist in researching, developing and publishing policy positions on communications issues that affect Indigenous consumers; and
- advocate on behalf of Indigenous communications consumers and consumers generally, and work with industry, government and consumer stakeholders to improve outcomes for communication consumers

Qualifications

Relevant tertiary qualifications or equivalent experience in a communications policy role.

Duties

Policy Development and Research

- Assist in preparing and publishing policy positions, discussion papers and submissions, where possible based on direct community consultations
- Assist in collecting data, information and case studies to support ACCAN campaigns and policy work

Communications Policy Issues Management

- Analyse and monitor developments relevant to communications regulation
- Identify potential areas for ACCAN research and policy development
- Ensure ACCAN staff are informed and understand priority policy issues
- Assist in liaising with regulatory agencies and Government on legislation and subsidiary regulatory instruments.

Stakeholders and Consumer Representation

- Develop and provide secretariat support to an ACCAN Indigenous Reference Group
- Assist with ACCAN's standing advisory committees
- Consult ACCAN members and committees to ensure effective representation of their views on communications matters
- Assist in representing ACCAN in public forums, on committees and working groups as required

Consumer Awareness

- Assist with developing material to inform members and the community about campaigns and key policy issues
- Prepare informational and educational material suitable for a wide consumer audience
- Assist with meetings, seminars and outreach activities

- Assist with the organisation, promotion and support for ACCAN conferences and events
- As part of a team, ensure members are regularly informed of ACCAN activities

ACCAN Resources

- Contribute to and assist with ACCAN publications and website content

Other Duties

- Assist with consumer complaints and enquiries
- Assist with general administrative tasks including filing and mail outs
- Other duties as assigned by the Director of Policy and Campaigns

Essential Skills for position

- An understanding of communications policy issues generally and Indigenous communications issues specifically, or the capacity to quickly acquire this knowledge
- Strong connections with the Indigenous community
- A commitment to the effective representation of consumers
- Knowledge of public policy processes
- Good oral and written communication skills
- Good analytical and research skills
- Proficiency in information and communications technology
- Ability to work collaboratively as part of a team
- Capacity to work independently with minimal supervision

Desired Skills for position

- Understanding of the needs of people with disabilities
- Knowledge of and experience of working in the community sector

Summary Terms and conditions

- Full-time 12 month contract
- Training and professional development provided by ACCAN
- Base salary commencement level between SCHCADS Award Level 3 Paypoint 2 and Level 4 Paypoint 1. Base salary is between \$44,179.20 and \$51,916.80 (the pay rate is above the rate for the classification level)
- In addition to base salary 9% of salary for Superannuation Employer Contribution
- 4 weeks annual leave pro rata with 17.5% leave loading.
- Terms and conditions are those set out in the Job Offer Letter, ACCAN Work Place Agreement, ACCAN policies and procedures and the National Employment Standards as set out in the Fair Work Act 2009.
- 37.5 hours (5 days) per week work hours 9am – 5pm with flexi-time agreement. Some flexibility is essential as travel and extended hours for attendance at events may be required as part of the position.
- All ACCAN staff are required to comply with ACCAN policies and procedures.
- The position is subject to a one month probationary period.

ACCAN is an EEO employer: Aboriginal and Torres Strait Islander peoples, persons with disabilities, and people from culturally, linguistically and religiously diverse backgrounds are encouraged to apply

I have received a copy of the position description and have read and understand its contents.

Employees Name (please print)
Date

Signature

Supervisor's Name (please print)
Date

Signature