

POSITION DESCRIPTION



1. POSITION DETAILS			
Position Title	Policy Officer	Level	Based on SCHADS Level 5 or 6
Reports To	Director of Policy & Advocacy	Date Created	December 2025
Term	1 year fixed term, with possibility of extension subject to performance and funding	Hours	0.8 - 1.0FTE
2. POSITION CONTEXT			
Organisational Overview	<p>The South Australian Council of Social Service (SACOSS) is the overarching independent peak body for the non-government community services and health sector in South Australia with a vision for justice, opportunity, and shared wealth for all South Australians.</p> <p>Established in 1946, SACOSS purpose is to advocate, collaborate, lead and mobilise to eliminate poverty, inequality and injustice in South Australia.</p> <p>As the principal peak body for the non-government social, health and community services sector we have a number of key roles, including:</p> <ul style="list-style-type: none"> • To advocate for policy solutions and represent the sector; • To use research to identify, expose and raise awareness about poverty and disadvantage and the contributions of the sector that supports people in these circumstances; • To foster collaborative action, work towards shared purpose and disseminate relevant information from the government to the community sector, and from our sector to the broader community; • To build the capacity of the non-government health and community services sector, and of groups experiencing poverty and/or disadvantage in South Australia. <p>These roles underpin a five-year Strategic Plan.</p> <p>SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and input in policy issues.</p>		
Position Purpose	To provide research, policy, advocacy and organisational skills to advance outcomes consistent with the SACOSS Strategic Plan.		
Position Level Descriptor	An individual at the Policy Officer level will operate under direction from the Director of Policy and Advocacy and is responsible for providing research and policy advice to SACOSS. A Policy Officer in the Climate, Water and Energy team will have an understanding of contemporary energy, water and/or climate change issues as they apply to South Australians experiencing poverty and/or disadvantage and an awareness of theories and practices underpinning public policy and social disadvantage.		

Accountability and Line Management Responsibility	The Policy Officer reports to the Director of Policy and Advocacy. No direct reports.
Special Conditions	<ul style="list-style-type: none"> • The position is offered as a 1 year fixed-term contract, with renewal subject to satisfactory performance and funding. • Some inter/intrastate travel and out of hours work may be required. • Current National Police Check required.
3. PRIMARY RESPONSIBILITIES	
AREA	KEY ROLES
Research, policy development and advocacy	<ul style="list-style-type: none"> • Prepare and distribute briefings, fact sheets, reports and submissions on energy, water and/or climate change issues relevant to South Australians experiencing poverty and/or disadvantage • Implementation of policy development, advocacy or research projects in relation to strategic plan priorities • Collate case studies for advocacy purposes and annual research reports • Write content for SACOSS e-bulletins, member advisories, annual reports and other sector communications
Sector consultation and coordination	<ul style="list-style-type: none"> • Coordinate and attend meetings with industry, government and regulator related to policy specific (water, energy and/or climate change) advocacy • Represent SACOSS at meetings or other forums • Assist in sustaining and strengthening alliances with consumers, advocates, SACOSS members and sector organisations
Sector development and capacity building	<ul style="list-style-type: none"> • Coordinate meetings, consultations and information sessions on energy, water and/or climate change issues affecting South Australians experiencing poverty and/or disadvantage for member groups, policy groups and the public • Provide leadership to the health and community services sector in building understanding of energy, water and/or climate change issues as they apply to South Australians experiencing poverty and/or disadvantage • Model activism and campaigning practice within the health and community services sector • Assist in event coordination for key SACOSS events (e.g. Energy and Water Forums, General Conference, Workshops etc.)

Organisational support	<ul style="list-style-type: none"> • Contribute to a collaborative and supportive work environment and assist other staff and general office functioning as required • Model ethical, respectful and accountable behaviour • Assist in shaping the broader SACOSS activities (policy, advocacy, information and commentary, research, sector support and training workshops and seminars), through staff meetings, planning days and ongoing advice to SACOSS staff
Other reasonable duties commensurate with classification level.	

4. SKILLS / KNOWLEDGE / EXPERIENCE PROFILE (maximum 10 requirements)

Minimum:

1. A tertiary qualification and/or experience in policy development and research, preferably in energy, water and/or climate change policy or closely related areas.
2. Understanding of contemporary energy, water and/or climate change issues as they apply to South Australians experiencing poverty and disadvantage, or ability to acquire such knowledge.
3. Awareness of the social, environmental and economic issues impacting South Australians experiencing poverty and disadvantage.
4. Analytical, conceptual and problem solving skills, including the ability to think laterally and creatively.
5. Demonstrated ability to write reports and correspondence and with a high level of interpersonal skills.
6. Awareness of social policy frameworks and public policy development.
7. Knowledge or experience in the health and community services sector and/or the not-for-profit sector
8. Proven capacity to work within a small team environment.
9. Demonstrated ability to prioritise tasks and to work within limited timeframes, ensuring that deadlines are met.
10. A genuine commitment to the health and community services sector and to SACOSS' vision and purpose.

5. ACKNOWLEDGEMENT

Line Manager		Signature	Date
Employee Name		Signature	Date