POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Policy Officer	**Level**	Based on SCHADS Level 5
Reports To	Policy & Advocacy Manager	**Date Created**	October 2026
Term	Ongoing (after 3 month probationary period)	**Hours**	0.8 FTE (Full time possible subject to funding)

2. POSITION CONTEXT	
Organisational Overview	The South Australian Council of Social Service (SACOSS) is the 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. Established in 1946, SACOSS purpose is to advocate, collaborate, lead and mobilise to eliminate poverty, inequality and injustice in South Australia. As the peak body for the non-government social, health and community services sector we have a number of key roles, including to: • Be the representative voice of the sector; • Research, develop policy and advocate on issues affecting vulnerable and disadvantaged South Australians and the sector that serves them; • 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; • Build the capacity of the non-government health and community services sector, and of groups experiencing poverty and/or disadvantage in South Australia. SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and input in policy issues.
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 Policy and Advocacy Manager and is responsible for substantially contributing to the delivery of a program of research, advocacy, and public and sector engagement and support. A Policy Officer in the water and energy policy areas will have an awareness of theories and practices underpinning public policy and social disadvantage, and an understanding of contemporary energy, water and/or climate change issues as they apply to South Australians experiencing poverty and/or disadvantage.
Accountability and Line Management Responsibility	The Policy Officer reports to the Policy and Advocacy Manager.

Special Conditions	• The position is ongoing, subject to the successful completion of a 3-month probationary period. • Some inter/intrastate travel and out of hours work may be required. • Current National Police Check or other checks may be required.
3. PRIMARY RESPONSIBILITIES	
AREA	**KEY ROLES**
Research, policy development and advocacy	• Identify key priorities issues and areas of work in relation to energy and water policy relevant to South Australians experiencing poverty and/or disadvantage • Implement policy, advocacy or research projects in relation to strategic plan priorities • Prepare and distribute briefings, reports and submissions on energy and water issues • Coordinate and represent SACOSS at meetings with industry, government and regulators related to water and energy advocacy • Write content for SACOSS e-bulletins, member advisories, annual reports and other sector communications
Sector consultation and coordination	• Ensure sector input and the voices of disadvantaged consumers are represented in SACOSS energy and water work • Assist in sustaining and strengthening alliances with consumers, advocates, SACOSS members and sector organisations
Sector development and capacity building	• Provide leadership to the health and community services sector in building understanding of energy and water issues as they apply to South Australians experiencing poverty and/or disadvantage • Coordinate energy and water meetings, information sessions and other information dissemination to the sector, policy groups and the public (including relevant consumers) on energy and water issues affecting South Australians experiencing poverty and/or disadvantage
Organisational support	• Contribute to a collaborative and supportive work environment at SACOSS and assist other staff and general office functioning as required • Model ethical, respectful and accountable behaviour • Contribute to broader SACOSS activities as directed
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 social policy frameworks and 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, briefings and correspondence, and engage with stakeholders in a meaningful way.
6. Knowledge or experience in the health and community services sector and/or the not-for-profit sector
7. Proven capacity to work within a small team environment, with limited resources and ensuring that deadlines are met.
8. 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**