



## Position Description and Selection Criteria

**Position:** Senior Sector Development Officer

**Hours:** Full-time or part-time (30.8 hours per week)

**Salary:** The position is classified under the SCHADS award as Level 6, with access to annual increments.

ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement and the annual full-time wage is currently \$107,659 per annum, plus 11.5% superannuation.

**Term:** Ongoing permanent employment

### Organisational Context

The ACT Council of Social Service (ACTCOSS) is making the ACT a fairer place for people experiencing disadvantage and exclusion. ACTCOSS is the peak representative body for community organisations. ACTCOSS influences government policy to improve the lives of disadvantaged people and develops a well-resourced, cohesive and sustainable community sector. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

ACTCOSS is an equal opportunity employer, and we welcome applications from people with diverse backgrounds and life experiences. Aboriginal and Torres Strait Islander people are especially encouraged to apply.

### Benefits of the Position

This position is ideal for someone with experience in and a passion for policy analysis, sector development and advocacy that will improve the lives of people living on low incomes or experiencing disadvantage, and the organisations that provide services to them.

The position gives the successful candidate a broad and engaging workload, with an opportunity to work in a small but dedicated team, working across policy, communications and sector development. ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.



## **Role**

Reporting to the Head of Sector Development, the Senior Sector Development Officer will focus on policy, advocacy and sector development issues for the community sector in the ACT.

The position is ideal for someone with a passion for the work of the community sector, a desire to support organisational and sector development and a keen eye for detail. It involves connecting with people, connecting 'big picture' ideas with details and requires a well-developed sense of curiosity.

The position will focus on community sector policy and capability development, the implications of current policy and service reform on access to services, services models, workforce development and broader social policy settings.

The position involves a variety of duties associated with sector development, policy analysis and development, advocacy, research and membership engagement. This position works closely with our COSS colleagues, ACTCOSS members and the ACT Government and includes facilitating appropriate support for the sector (i.e. workshops, seminars, networks and resources).

## **Duties and Responsibilities**

The role of Senior Sector Development Officer will:

- Liaise with, develop and maintain effective working relationships with ACTCOSS members and other community sector stakeholders in order to:
  - Strengthen ACTCOSS's membership
  - Drive advocacy on behalf of the community sector, including determining, organising and amplifying sector perspectives
  - Facilitate and guide consultative and information sharing meetings, forums and networks;
- Contribute to the identification and sourcing of relevant information and training sessions for sector development;
- Represent the work of ACTCOSS in relevant forums and dialogue with government and non-government stakeholders;
- Provide input to the analysis of government policies and programs related to the community sector and where possible, provide advice regarding the impacts for people living with disadvantage and the community services who support them;
- Develop and execute advocacy strategies on behalf of ACTCOSS and the community sector, contributing to organisational media and communications strategy as required.



The role will also require the Senior Sector Development officer to work as a part of the broader ACTCOSS team to:

- Contribute to organisational development and improvement through collective planning and review processes;
- Contribute to ACTCOSS reporting requirements;
- Engage with ACTCOSS members and other stakeholders as required;
- Work with COSS colleagues on shared priorities relating particularly to sector development;
- Assist with other duties in respect to peer networks, sector development and organisational capability as directed by the CEO.

### **Selection Criteria**

Applicants must provide a two-page pitch in response to all essential criteria set out in this section. If you have additional skills or qualifications listed as “highly regarded”, please respond to these within the two-page limit. Responses longer than two pages will not be considered.

This role would suit someone who has experience in developing advocacy material and is comfortable responding to government policies. Strong stakeholder engagement and written communication skills are important for this role.

### **Essential**

The successful applicant will be able to demonstrate:

1. Experience in one or more of the following: community development, research, project management, or advocacy;
2. Demonstrated experience and knowledge in contemporary social policy settings and service delivery issues relevant to the ACT community sector;
3. Excellent written and verbal communication including highly developed facilitation and secretariat skills relevant to managing peer networks and executive level meetings;
4. Capacity to consult, engage and negotiate with others in a diverse team, ACTCOSS Members and other stakeholders, including people experiencing disadvantage, community sector workers and government officials;
5. Ability to work autonomously, to prioritise work activities and complete projects within agreed timeframes;
6. Commitment to principles of social justice and an understanding of Equal Employment Opportunity and Work Health and Safety principles.

### **Highly regarded**

1. Qualifications in a discipline relevant to social policy, organisational development or advocacy, such as: social work, social science, law, economics, management, education, or communications;
2. Existing relationships with ACT community sector organisations;



**3. Experience in a membership-based not-for-profit organisation**