# **BLIND CITIZENS AUSTRALIA**

# **Policy Officer**

# **(12 month contract with the possibility of extension)**

# **About Blind Citizens Australia**

Blind Citizens Australia is the national peak representative organisation of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

We are looking for a Policy Officer to join our national team. The successful applicant will be highly motivated and experienced, with the ability to work autonomously. We encourage applications from people who are blind or vision impaired, Aboriginal people and people from culturally and linguistically diverse backgrounds.

# **Duty Statement**

* Position Title: Policy Officer
* Duration: 12 month contract with the possibility of extension (includes a 3 month probationary period)
* Region: BCA is a national organisation and has staff working in many states around the country.  BCA has an office presence in Melbourne and Sydney, and flexible remote working options for all staff.
* Hours: 22.5 hours per week, (some weekend and evening work will be required). Depending on the needs of the organisation, there is the possibility of additional paid hours in this role.
* Salary: to be discussed at interview and paid under the SCHADS Award. Superannuation contributions and salary packaging are available.
* Reporting Relationships: The position reports to and receives direction from the Policy and Advocacy Manager.

# Position Purpose

* To develop and promote public policies and position statements that Blind Citizens Australia presents on behalf of Australians who are blind or vision impaired
* To support BCA's National Policy Council with its consultation work and with preparation of policy statements
* To promote and implement all BCA public policies to members, the blindness sector and broader community

# Duties:

# Policy Development

* Prepare written policy statements in consultation with BCA’s National Policy Council (NPC) and BCA members.

# Consultation and Community Relations

* Consult with BCA members, organisations within the blindness sector, government and the general community on issues of particular relevance to people who are blind or vision-impaired. This may include representation on disability advisory committees.
* Develop communications plans for all policies to ensure they reach their intended audience and have maximum impact in improving the lives of people who are blind or vision-impaired.

# NPC Secretariat Functions

Provide support and resources for the NPC. This will include giving advice on strategies, consultation methods, marketing and promotion.

Provide secretariat support to the NPC including meeting preparation and minute taking.

# Submission Writing

Research and write submissions to government, corporate and other organisations.

# Key Selection Criteria

1. Highly developed written and oral communication skills
2. Demonstrated policy development, implementation and promotion skills
3. Demonstrated analytical and research skills.
4. Ability to work with and relate to people who are blind or vision-impaired.
5. Ability to work with people in a small team across multiple locations with a unity of purpose and support for all team members.

**Note :** The Policy Officer is required to work within the policies, procedures and philosophical framework of BCA and to adhere to the highest professional and ethical standards in the performance of duties and responsibilities associated with the position.

**Applications close at 5.00 pm on Friday 5 April 2019**  
   
Applications addressing the key selection criteria, together with a current resume, should be emailed as a Word file to:

Angela Jaeschke

Policy and Advocacy Manager

Blind Citizens Australia

Email: [angela.jaeschke@bca.org.au](mailto:angela.jaeschke@bca.org.au)

If you require more information, please contact the Blind Citizens Australia office on 1800 033 660 or (03) 9654 1400.