

Ph 1800 033 660 | E bca@bca.org.au | W [bca.org.au](http://www.bca.org.au/) | ABN 90 006 985 226

# Employment Opportunity: Policy Officer

* Flexible working arrangements, work from home
* 30 hours per week
* Work for passion – in a Not for Profit
* Lead the development and promotion of Blind Citizens Australia's public policies and position statements

## About us

Blind Citizens Australia, (BCA) is the national representative organisation of people who are blind or vision impaired.  Our mission is to inform, connect and empower Australians who are blind or vision impaired and the broader community.

We are a small but geographically diverse team working closely to achieve our mission. We thrive on communication, innovation, collaboration and making a difference in the lives of our members.

We enjoy supporting each other, making things happen and offer a flexible working experience.

## About you

You have a head for policy, and you combine this with a passion to promote the rights of people who are blind or vision impaired.

You are consultative in your work - hearing and implementing a variety of viewpoints to form position statements. You can also work autonomously, are confident in your writing to clearly articulate the impetus for change that you are promoting via position statements, policy documents and submissions to government.

You represent BCA and its members authentically, on disability advisory committees, working groups, and in sector forums.

You have an awareness of the issues faced by people who are bind or vision impaired such as access and accessibility.

You always seek to consult and work collaboratively to ensure that your work brings out the best in people.

You love to work with people, whether it's your own team, members of BCA or other stakeholders and value the contribution they can bring to the organisation.

You have the ability to undertake administrative tasks, including answering phones, responding to emails, data entry, and reporting.

## The stuff you need to know

### 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.

To support BCA's campaign work.

### Roles and Responsibilities

#### Policy Development

The Policy Officer leads Blind Citizens Australia’s (BCA) work in developing policy documents and position statements to further our advocacy work, and to uphold the rights of people who are blind or vision impaired.

Through our policy work, we provide information and advice to community and government on issues of importance to people who are blind or vision impaired.

The Policy Officer works with the National Policy Council (NPC) on identifying policy priorities, consulting on, and developing new or updated policies, and in developing position statements.

#### 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.

Representation on disability advisory committees, as required.

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 National Policy Council. This will include giving advice on strategies, consultation methods, marketing and promotion.

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

Work with the NPC in the development of BCA’s public policies.

#### Submission Writing

BCA makes submissions to Federal and State governments, Senate Inquiries and to other government and non-government agencies to advocate for issues affecting people who are blind or vision impaired.

Submissions are based on BCA’s position statements, and in consultation with members.

BCA Position Statements are available: <https://www.bca.org.au/policy/>

BCA Submissions: <https://www.bca.org.au/submissions/>

### Reporting Relationships and Delegations:

This position reports to the Policy and Advocacy Manager

This position has no direct reports

### Key Selection Criteria

1. Strong knowledge of Microsoft Word, Excel, and Outlook. Shortlisted candidates will need to be able to demonstrate these skills prior to interview.
2. The ability to work collaboratively with staff in a remote environment; including the ability to be self-motivated in completing tasks to a deadline.
3. Strong written and verbal communication skills
4. Well-developed policy development skills with a specific focus on promoting the rights of people who are blind or vision impaired
5. The ability to authentically represent BCA and its members on disability advisory committees, working groups, and in sector forums.
6. Establish relationships, collaborate and engage with relevant teams and stakeholders

- This position is a 12-month contract

- Qualifications in Policy or related field is desirable

- The position has a national focus. The successful applicant can take advantage of flexible remote working arrangements, working from home.

- 30 hours per week (some weekend and evening work may be required).

- BCA seeks to prioritise diversity and inclusion, people with disability are encouraged to apply. If you require reasonable adjustments to the recruitment process, please contact us on the details below to discuss.

- Salary is under the SCHADS Award – level 5.1

- It is a requirement that all BCA staff hold a current police check.

To apply for this position please send your resume and a response to the selection criteria, in word format to ensure accessibility for the recruitment team, to recruitment@bca.org.au using Policy Officer in the subject line.

For more information contact Jackson Reynolds-Ryan, Policy and Advocacy Manager on 1800 033 660. Applications close: Friday 28th October 2022.