

ROLE TITLE: POLICY OFFICER	REPORTS TO: POLICY MANAGER
ROLE PURPOSE: TO DEVELOP AND ACTION POLICY TO SUPPORT THE APPOINTED ASSOCIATION COMMITTEE/S FOR THE BENEFIT OF ITS MEMBERS	

KEY RESULT AREAS	KEY ACCOUNTABILITIES
1. Research, develop and draft credible policy to further the interests of members	<ul style="list-style-type: none"> <li>▪ Implement relevant research on potential, emerging and / or current policy issues and other areas as directed by the Policy Manager for the development of policy</li> <li>▪ Review and analyse relevant legislation, case law and other socio-economic trends affecting relevant areas</li> <li>▪ Prepare policy recommendations suitable for dissemination to target audiences including the CEO and Senior Management, the Elected Office Bearers and Advisory Committees, the Executive Council and the Board of Directors</li> <li>▪ Draft submissions to Local, State and Federal Government, discussion papers for public release and briefing papers for general membership</li> <li>▪ Draft correspondence for President, CEO, GM Policy and Policy Manager on policy</li> <li>▪ Provide information and advice on priority policy issues or issues being monitored to the Government Relations Division to keep the Division abreast of new developments, contacts and other related items that impact on the Association's lobbying strategies</li> </ul>
2. Provide policy advice	<ul style="list-style-type: none"> <li>▪ Provide policy advice to CEO and Senior Management to represent the Association's interests</li> <li>▪ Provide policy advice to the Board of Directors, the Executive Council and Advisory Committees on policy issues for decision or information</li> <li>▪ Provide policy advice to Government officials, parliamentarians and media only in accordance with established relevant Association procedures</li> <li>▪ Provide policy advice on areas the Association needs to respond</li> </ul>
3. Action the strategic policy priorities as agreed by the Relevant Committee	<ul style="list-style-type: none"> <li>▪ Provide secretariat support to the relevant committee in order to develop, implement and promote policy</li> <li>▪ Administer and implement approved action plans relating to policy to achieve the Association's agreed strategic plans</li> <li>▪ Develop and maintain effective relations with relevant Government &amp; private sector policy experts to target key areas of policy influence</li> </ul>
4. Effectively communicate the Association's role and activities to members	<ul style="list-style-type: none"> <li>▪ Establish and maintain an effective communication network with members</li> <li>▪ Prepare and assist other Association staff to disseminate information relevant to members of the Association</li> </ul>
5. Represent the Association	<ul style="list-style-type: none"> <li>▪ Contribute to strategies to communicate the Association's issues to the broader community and media, including assistance in the preparation of media releases in accordance with approved media procedures</li> <li>▪ Assist in informing members, industry and the general community on achievements and issues of the Associations' policies &amp; objectives</li> </ul>

KEY INTERACTIONS (INTERNAL & EXTERNAL)	FOR WHAT PURPOSE
<ul style="list-style-type: none"> <li>▪ GM Policy &amp; Government Relations &amp; Policy Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ To seek advice or support in relation to the particular area of expertise or a project</li> </ul>
<ul style="list-style-type: none"> <li>▪ Government Relations</li> </ul>	<ul style="list-style-type: none"> <li>▪ To inform and advise on priority policy issues and / or other issues being monitored</li> <li>▪ To utilise an effective communication and feedback framework to assist in policy development and member liaison</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ministerial Advisors, State and Commonwealth Public Servants &amp; Business Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ To seek &amp; disseminate information for research and policy development</li> <li>▪ To lobby in conjunction with a Manager, Government Relations on policy issues as required</li> <li>▪ To maintain appropriate contact with Government, Ministerial staff and other relevant organisations</li> </ul>

POSITION DIMENSIONS	KNOWLEDGE & EXPERTISE
	<ul style="list-style-type: none"><li>▪ Understanding of agriculture, agribusiness and the role of the Association</li><li>▪ Demonstrated capability to develop policy</li><li>▪ Highly effective and demonstrated research and analytical skills</li><li>▪ Highly effective and demonstrated written and oral communication and presentation skills</li><li>▪ Highest standard of integrity and professionalism in all actions, relationships and decision making consistent with the requirements of the Association and the law</li><li>▪ Demonstrated skills in Microsoft Office (Word, Excel, Power Point and internet)</li><li>▪ Tertiary qualifications in a relevant discipline e.g. Agricultural Science, Business, Agribusiness, Agricultural Economics</li></ul>