



## Yorta Yorta Nation Aboriginal Corporation (YYNAC) Vacancy

### Policy Officer – 2-year fulltime contract

#### About the Role

The Policy Officer will contribute to evidence-base and policy development, working across YYNAC to deliver analysis and advice that meet the needs of the organisation. This role develops and implements operational policies and requires strong analytical and communication skills, along with an ability to influence stakeholders and work effectively in a team environment.

The role sits within the Corporate team and has the following responsibilities and accountabilities:

Undertake research and analysis to support policy development and provide options and advice to management and executive teams.

Build and maintain effective working relationships with stakeholders including other state government agencies and other jurisdictions to facilitate effective, evidence-based policy analysis.

Prepare and present accurate, concise, timely and relevant policy documentation, briefings, correspondence, submissions and reports for a range of audiences.

Contribute to project management activities, including project planning, identification and management of risks, and ensure that project deliverables align with work program and project objectives.

Contribute to building and maintaining a constructive culture within YYNAC, including by modelling to other staff, demonstrating self-management, a proactive approach to identifying and resolving issues, and the ability to work effectively under limited supervision.

#### About You

- Experience in undertaking policy analysis and providing policy advice.
- Demonstrated experience and skills in working with multiple stakeholders, including government and appointed agencies.
- Ability to work under limited supervision, solve problems and prioritise workload for self to accomplish business outcomes.
- An understanding of legislative and regulation making processes is desirable.
- Tertiary qualification(s) in social sciences, public policy, natural resources and environmental management, law or similar is desirable.
- Knowledge of Victorian Aboriginal cultures and societies and demonstrated ability to work and communicate
- Ability to demonstrate agility and flexibility in a fast-moving, dynamic environment.

#### What we offer you

- Salary packaging of \$15,900.
- Attractive salary.
- Access to free and confidential Employment Assistance Program.

To apply for or request any further information please email [hrmanager@yynac.com.au](mailto:hrmanager@yynac.com.au)