



<b>Position Title:</b>	Junior Policy Officer
<b>Role Type:</b>	Part Time
<b>Position Located:</b>	Brisbane
<b>Background</b>	
<p><a href="#">Palliative Care Queensland</a> (PCQ) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Queensland. PCQ was established in 1988 and is a membership-based organisation, supporting the individuals, families, carers, community members, as well as specialist and generalist health care professionals working with Queenslanders experiencing serious illness, dying, death and grief. Collectively, the PCQ membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCQ is a founding member of <a href="#">Palliative Care Australia</a>.</p>	
<b>Position Summary</b>	
<p>This position will be part of the PCQ Policy and Engagement team, with a focus on policy and related advocacy initiatives for PCQ. The position will play a role in taking the palliative care agenda forward in Queensland. The position will support the development, implementation and evaluation of policy plans and influencing activities to achieve change.</p>	
<b>Main Tasks and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Support the development, implementation and evaluation the PCQ Policy Plan to put forward Palliative Care Queensland (PCQ) position, and to influence decision-makers, including, but not limited to:             <ul style="list-style-type: none"> <li>○ Conduct environmental scans and key interviews of similar peak bodies and related activities</li> <li>○ Draft a framework of key issue and map to solutions within our policy agenda</li> </ul> </li> <li>• Collate advice for policy submissions and coordinate basic campaign strategy for new and existing campaigns</li> <li>• Coordinate consultation on policy issues including disseminating and collating feedback, conducting stakeholder interviews, participate in forums and drafting surveys into summary reports/policy briefs on policy issues</li> <li>• Assist with the development of position statements</li> <li>• Coordinate basic campaign strategy for new and existing campaigns</li> <li>• Support the CEO to implement and monitor the PCQ Strategic Plan</li> <li>• Secretarial for relevant strategy and policy meetings including compilation of agendas, collation of information and preparation for meetings, minutes of meetings and follow up action items</li> <li>• Contribute to the development, implementation and monitoring of policy processes and procedures.</li> <li>• Coordinate advice on position statements, policy resources and other PCQ initiatives to ensure consistency in policy messaging</li> <li>• Undertake research, service mapping, situational analysis, journey pathways and mapping activities in relation to policy issues</li> <li>• Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement focus (including contribute towards systems and process improvement)</li> <li>• Other ad hoc support for the team as required within the scope of the relevant award.</li> </ul>	



## Key Attributes

### Essential

- A passion for social justice
- Experience in project coordination and administration skills, with ability to follow, monitor and report to plans
- Experience in planning and delivering on projects, consultation and research
- Excellent spoken and written communications skills, including capacity to draft executive reports, government submissions, position statements, comprehend complex written information, produce verbal and written summaries and develop presentations
- Strong interpersonal skills with the ability to build strong relationships with key stakeholders
- Basic understanding of the Queensland health and community systems, as well as the Commonwealth health systems.
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centered approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation

### Desirable

- Qualification or working towards a qualification in a social justice related area
- Experience in a membership and/or not for profit health related organisation
- Proficient computer skills and knowledge of MS Suite and skills in using literature or research databases and bibliographic software (e.g. Endnote and NVivo)
- Experience working in a small team environment with a non-profit organisation.
- Experience working in a small team environment

## Our Inclusivity Statement

Palliative Care Queensland values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care Queensland: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

## Benefits of working at PCQ

- Salary packaging benefits
- Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility
- Brisbane office is located near public transport (close to central station)



## TERMS AND CONDITIONS OF EMPLOYMENT

### Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Queensland Blue Card or relevant AHPRA registration
- Right to work in Australia

Evidence of the required documents must be provided during orientation or before.

## EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)

### By signing below the Position Holder confirms:

- Receipt and understanding of the duties required
- Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean ineligibility to claim workers' compensation on those conditions/impairments which subsequently recur or worsen
- Awareness of the requirement for the position

This signed document will be kept on the position holder's personnel file.

<b>Employee Full Name</b>		<b>Signature</b>		<b>Date</b>	
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## Position Description (PD) Approved by CEO

<b>CEO Full Name</b>	Shyla Mills	<b>Date</b>	11 June 2021	<b>PCQ PD Code</b>	
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