

POSITION DESCRIPTION

Policy Adviser

Classification: Adviser Level 2 – Senior Adviser Level 1 (depending on skills, experience and role responsibilities).

Salary range: \$116,592 - \$153,603 (plus 7% allowance and superannuation)

Minister Tough is seeking two motivated policy advisers to join a newly established ministerial office.

These positions offer an exciting opportunity to contribute to Government's priorities across the following portfolio areas:

- Human Rights
- Corrections
- Community Services
- Women, Seniors and Veterans
- Prevention of Domestic, Family and Sexual Violence

There are two positions available. Appointments may be made at either the Adviser Level 2 or Senior Adviser Level 1 classification.

Key responsibilities

Reporting to the Minister's Chief of Staff, the Adviser will provide high level policy, analytical and strategic political advice to the Minister and ACT Government.

Key responsibilities of the role include:

- Under broad direction, analyse policy issues and advice for the Minister consistent with the government's direction, and identify political issues.
- Develop, manage and provide advice on relationships with key internal and external stakeholders, including in government, community sector and the wider community.
- Prepare high quality written documents in a variety of forms including advice, correspondence and speeches.
- Work collaboratively with other ministerial offices and the ACT Public Service to progress policy development and implementation.
- Support parliamentary business, including Question Time, Estimates, committee matters and legislative processes.
- Manage competing priorities and respond effectively in a fast-paced and politically sensitive environment.
- Contribute to a positive and inclusive work environment and culture where all staff are valued and respected.

ACT EXECUTIVE

Applicants will need to demonstrate

- Strong analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Excellent interpersonal and relationship management skills.
- Sound judgement and the ability to navigate complex and sensitive issues.
- Capacity to work independently, meet deadlines and work under pressure.
- Commitment to working in, and contributing to, a positive team culture.

Experience or understanding of parliamentary systems and/or the ACT political system would be an advantage.

A relevant tertiary qualification or experience in a portfolio area is desirable but not required.

How to apply

Please submit a one-page cover letter, CV, and contact details for two referees to Barr@act.gov.au by 11:59pm, Friday 4 September.

The successful candidates will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the [ACT Legislative Assembly Members' Staff Enterprise Agreement 2023 - 2026](#). It is not an ACT Public Service position.

Please note prior to commencement successful candidates may be required to undergo a pre-employment police check.

For further details about this position, please email Barr@act.gov.au or call (02) 6205 0011.