



<b>Position Description (PD)</b>	
Role	Policy Analyst (Identified Position; Affirmative Measure Position)
Branch	Inquiry & Research Group
Team	Aboriginal and Torres Strait Islander Stream
Level	Broadband Staff Level 2 (APS Level 5 and 6)
Role context	<p><b>About the Team</b></p> <p>The Productivity Commission's (PC) Aboriginal and Torres Strait Islander Stream undertakes reporting, research and analysis that centres the voices of Aboriginal and Torres Strait Islander people.</p> <p>The Stream has an accountability role under the National Agreement on Closing the Gap, which includes developing and maintaining an information repository (through the publication of a dashboard and annual data report) and independently reviewing governments' progress against the commitments in the Agreement. We also undertake research and provide policy insights and advice on matters of importance to Aboriginal and Torres Strait Islander people.</p>
Reports to	Public Policy Manager
Direct reports	Nil
Responsibilities	<p>Under broad direction the Policy Analyst will:</p> <ul style="list-style-type: none"><li>• Provide policy advice and undertake research and analysis relevant to the Stream's work program and, apply analytical methods and theoretical frameworks to establish valid and coherent arguments.</li><li>• Assist in the preparation of research papers and reports, including data analysis, case studies, guidance notes, written submissions and briefs and/or and other written information.</li><li>• Engage with Aboriginal and Torres Strait Islander people, organisations and communities, along with representatives of other government agencies, businesses, research bodies and community organisations. This engagement will be consistent with the PC's principles for engagement with Aboriginal and Torres Strait Islander people.</li><li>• Coordinate meetings, industry visits and public hearings as required.</li></ul>
Selection Criteria	<p><b>Professional expertise:</b></p> <ul style="list-style-type: none"><li>• Well-developed conceptual and analytical skills and demonstrated experience applying these to matters of relevance to Aboriginal and Torres Strait Islander people.</li><li>• Experience working in Aboriginal and Torres Strait Islander policy development, program implementation, such as in or with Commonwealth or State and Territory agencies (for example, in areas such as health, employment, education, housing, family safety or justice) will be highly valued.</li></ul>

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and perspectives.</li> <li>• Strong attention to detail and ability to exercise sound judgment in research across a range of policy issues, leading to logical, accurate and consistently presented analysis and outputs.</li> <li>• Academic qualifications in an area(s) such as public policy, social policy, economics or other social sciences, law, statistics and data analysis, Aboriginal and Torres Strait Islander Studies, or evaluation.</li> </ul> <p><b>Effective Engagement:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to build strong, sustainable working relationships within the Commission and with Aboriginal and Torres Strait Islander people, organisations and communities.</li> <li>• Knowledge and understanding of principles for engagement with Aboriginal and Torres Strait Islander people, organisations and communities.</li> <li>• Proven ability to communicate effectively, using information that is accurate, clear and concise.</li> <li>• Shares information in a timely way, is proactive in assisting others in the team and collaborates effectively with others, contributing positively to work discussions and team meetings.</li> </ul> <p><b>Personal Productivity and Growth:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to plan and progress work and deliver on agreed outcomes.</li> <li>• Perseverance and resilience in managing competing priorities in a changing environment.</li> <li>• A preparedness to seek (and act on) advice and feedback and take opportunities to expand your knowledge and skills and contribute to a positive workplace culture.</li> </ul>
<p><b>Affirmative Measure Position</b></p>	<p>Candidates applying for an affirmative measure position must:</p> <ul style="list-style-type: none"> <li>• be of Aboriginal and/or Torres Strait Islander descent and</li> <li>• identify as Aboriginal and/or Torres Strait Islander and</li> <li>• be accepted by their community as being Aboriginal and/or Torres Strait Islander.</li> </ul> <p>Suitable evidence of Aboriginal and/or Torres Strait Islander heritage may include:</p> <ul style="list-style-type: none"> <li>• a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or</li> <li>• a confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation. <ul style="list-style-type: none"> <li>○ If the above documents are not available, the PC may consider accepting a statutory declaration from the candidate.</li> </ul> </li> </ul>
<p><b>Identified Position</b></p>	<p>Candidates applying for an identified position must have the required capabilities:</p>

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- a knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and
  - a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
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