



| Position Description (PD) | |
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| Role | Policy Analyst (Identified Position) |
| Branch | Inquiry & Research Group |
| Team | Aboriginal and Torres Strait Islander Stream |
| Level | APS Level 6 |
| Location | Melbourne; Canberra – <i>hybrid work arrangements available via agreement. Remote opportunities may be available for Aboriginal and Torres Strait Islander employees and will be considered on a case-by-case basis.</i> |
| Role context | <p>About the Team</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/Inquiry & Research Manager |
| Identified Position | <p>Candidates applying for an identified position must demonstrate the following capabilities:</p> <ul style="list-style-type: none"> • a knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and their communities, and; • a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, community organisations or peak organisations. |
| Direct reports | Nil |
| Contact Officer | <p>Miriam Veisman-Apter, Assistant Commissioner</p> <p>Email: Miriam.Veisman-Apter@pc.gov.au</p> |
| Responsibilities | <p>Under broad direction the Policy Analyst will:</p> <ul style="list-style-type: none"> • 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. • 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. • 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. |

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| | <ul style="list-style-type: none">• Coordinate meetings, industry visits and public hearings as required. |
| Selection Criteria | <p>Professional expertise:</p> <ul style="list-style-type: none">• Well-developed conceptual and analytical skills and demonstrated experience applying these to matters of relevance to Aboriginal and Torres Strait Islander people.• 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.• Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and perspectives.• 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.• Academic qualifications or equivalent professional work experience 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. <p>Effective Engagement:</p> <ul style="list-style-type: none">• Demonstrated ability to build strong, sustainable working relationships, including with Aboriginal and Torres Strait Islander people, organisations and communities.• Knowledge and understanding of principles for engagement with Aboriginal and Torres Strait Islander people, organisations and communities.• Proven ability to communicate effectively, using information that is accurate, clear and concise.• 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. <p>Personal Productivity and Growth:</p> <ul style="list-style-type: none">• Demonstrated ability to plan and progress work and deliver on agreed outcomes.• Perseverance and resilience in managing competing priorities in a changing environment.• 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.• Leading by example, to contribute to a culturally safe work environment, and one of collaboration, inclusion, innovation, and continuous improvement. |
