



Australian Alcohol & other Drugs Council

The National Peak Body

Position Description & Selection Criteria: Policy and Projects Coordinator

Position title:	Policy and Projects Coordinator
Classification level:	Level 6, Social Community Home Care and Disability Services Industry Award
Part time:	0.8 FTE (4 days per week)
Reporting relationships:	Reporting to the Chief Executive Officer (CEO); no direct reports.
Location:	Within Australia, to be negotiated with the successful applicant. Work from home arrangements may be required.

About AADC

The Australian Alcohol and other Drugs Council (AADC) is the national peak body representing the alcohol and other drugs sector.

Through promoting effective, efficient and evidence-informed prevention, treatment and harm reduction policies, programs and research at the national level, we work to advance health and public welfare through achievement of the lowest possible levels of alcohol and other drug related harm. We strive for an Australia where all people who use or have used alcohol and other drugs, and the communities they live in, experience positive health and wellbeing.

Through our members, AADC represents:

- over 430 alcohol and other drug specialist treatment and harm reduction services nationwide, including more than 80% of the non-government organisations that receive federal funding to deliver services and support to people using alcohol and other drugs
- professionals working within the specialist alcohol and other drugs field, representing all treatment types including counselling, detoxification, residential and non-residential rehabilitation, opioid maintenance treatment, and harm reduction and prevention services, and
- people who use or have used alcohol and other drugs, and their families.

Our values

- Collaboration
- Excellence
- Inclusivity
- Independence
- Integrity
- Respect



The role

AADC's work is embedded in the experiences and knowledge of the alcohol and other drugs sector, as represented through its member base. Our positions are directly informed by the practice experience of our members, the lived experience of the communities they support, and quality research undertaken within Australia and internationally. Working with the Chief Executive Officer (CEO), the Policy and Projects Coordinator is responsible for the development of evidence-based submissions, issues papers, briefings and other policy and project work that reflects the perspectives, experience and priorities of AADC's members.

The Policy and Projects Coordinator will design and deliver processes that facilitate member engagement and feedback, to ensure the consensus views of our members inform the design and implementation of the alcohol and other drugs health services system at the federal level. These processes will ensure policy depth, whilst being balanced with a need for effective and efficient processes of consultation that are commensurate with our members' resources and capacity.

The Policy and Projects Coordinator will develop close and collaborative relationships with key representatives from within AADC's membership. They will proactively liaise with members to ensure AADC is informed of all emerging issues, trends and priorities that are of interest to our members. They will deliver resources and communications that help AADC to promote the interests of our members to external stakeholders.

The incumbent will be a motivated, highly organised and self-starting all-rounder who enjoys a flexible working environment and has exceptional written skills. They will enjoy working in a small team with big aspirations and will contribute to a culture that genuinely brings the organisation's values into being. They will be comfortable to take the initiative and produce written work to the highest standard. They will have demonstrated experience in health or social policy, strengths in member and consumer engagement, and a capacity to think at a systems level.

Key responsibility areas

<i>Function area</i>	<i>Key tasks</i>
Policy development	<ul style="list-style-type: none">• Develop evidence-based submissions, position papers and reports based on member engagement and consultation.• Undertake policy analysis and provide advice on relevant policy issues.• Work with the AADC team to ensure linkages between the organisation's strategy, operations, research, policy and sector representation.• Monitor, evaluate and report on AADC's policy and project initiatives.
Member engagement and consultation	<ul style="list-style-type: none">• Develop relationships and consult with AADC members to ensure effective engagement in policy development and AADC's awareness of emerging policy issues.• Deliver practical support to members that facilitates jurisdictional engagement in AADC's member consultation processes.• Facilitate relationships and strategic connections between AADC and key stakeholder groups, including academic institutions and other peak bodies.
Team and culture	<ul style="list-style-type: none">• Reflect, represent and amplify AADC's vision, mission and values in all areas of work and at every opportunity.• Contribute to team and organisational achievement and collaborate with staff and contractors working with AADC to do the same.• Participate in staff meetings, team and program and organisational development activities.



	<ul style="list-style-type: none"> • Participate in work plan reviews, supervision and performance and development processes with the Chief Executive Officer. • Engage in continuing professional development.
Continuous improvement	<ul style="list-style-type: none"> • Contribute to a culture of continuous improvement and ongoing organisational development. • Work with the team in the development, implementation and review of internal systems, policies and procedures. • Understand the relevant policy and strategic frameworks that inform the operations of the role within its broader organisational and sector context.
Work health and safety	<ul style="list-style-type: none"> • Understand and comply with organisational policies and procedures relating to Work Health and Safety, and contributing to a safe work environment. • Maintain a personal working environment without work hazards and consistent with the standards specified in organisational policy and procedures for working in a home office.
Other	<ul style="list-style-type: none"> • Duties as directed by the Chief Executive Officer (CEO)

SELECTION CRITERIA: Who you are

- *A wordsmith extraordinaire*
Your written skills are second to none, with a clean, crisp style that can be adapted to diverse communications channels and audiences. Our job is persuasion and your words are a vehicle for delivering that.
- *Committed to engagement*
You have excellent interpersonal, verbal and written communication skills. Most importantly, you have a deep and passionate commitment to listening so that we're able to represent the perspectives and experiences of our members with integrity and authenticity. You will need to be up to date on the perspectives and priorities of our members and have the ability to analyse and draw these together to ensure AADC is always aware of emerging trends and issues for the sector.
- *A systems-thinker*
You understand the role of peaks in informing and promoting systems change, and the relationship that operates between legislative, policy and funding systems and the achievement of positive community and individual outcomes.
- *Flexible and adaptable*
You have the ability to receive feedback and utilise it to develop and implement process improvements. You will also enjoy a flexible work environment.
- *Organised and autonomous*
Excellent organisation and prioritisation skills are a must! You are self-driven with capacity to work in a pressured environment with limited supervision, prioritise tasks and meet deadlines. You also know your way around a computer, particularly in using Microsoft Office software and establishing/maintaining data collection and communication systems such as Zoom.
- *Relevant qualifications and experience*
You have demonstrated experience in the field of health and/or social policy and have experience in delivering member engagement and consultation processes. You hold a relevant



tertiary qualification (e.g. human services, health, political science or public policy) or equivalent relevant experience.

HOW TO APPLY

Applications addressing the selection criteria - along with a CV/resume and contact details for two referees – should be emailed to Melanie Walker (AADC CEO) at melanie.walker@aadc.org.au by **COB Friday 5 August 2022**.

