



## Policy Officer

Hays | Policy & Strategy • Melbourne CBD VIC



Base pay

\$55 - \$65 / hr



Work type

Temporary



Contract type

Not provided

### Job details



Date posted

**21 Jan 2022**



Expiring date

**21 Jan 2023**



Category

**Government, Emergency & Defence**



Base pay

**\$55 - \$65 /hr**



Work type

**Temporary**



Job mode

**Standard/Business Hours**

### Full job description

#### Your new company

Well-known for their positive mark in the Disability Sector, this organisation is going through a period of growth aimed at developing procedures and pushing best practice. This opportunity is a visible appointment within the organisation that will take your career to the next level!

This organisation are seeking an experienced professional who has worked as a Policy Officer to support a driven team as they rollout a key framework within the Agency Policy Branch.

#### Your new role

Responsibilities may include but are not limited to:

- Interpreting, drafting and reviewing policy, advice and procedural directions.
- Conducting research to inform policy and strategy design.
- Contributing to draft reports, briefing papers, speeches, Ministerial correspondence and discussion papers.
- Participating in committees and forums on behalf of the business area.
- Contributing to planning and implementation of policies and objectives.

#### What you'll need to succeed

Applicants will additionally need to demonstrate;

- Research skills
- Writing and editorial skills
- Project management
- Secretariat skills

- Ability to be flexible and have multiple priorities at once

**What you'll get in return**

You will be given 1:1 mentoring, ongoing support and a highly competitive pay rate.

**If you're interested in this role, please forward an up-to-date copy of your CV I [fay.thomas@hays.com](mailto:fay.thomas@hays.com)**

**LHS 297508 #2603689**