

# Position Description

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**NAME**            **Social Policy Project Officer – Multicultural Focus**  
**Part-Time Position (30.4 hours per week)**  
**(June 2009)**

## 1. Purpose of the Organisation

The Queensland Council of Social Service (QCOSS) provides a voice for and with Queenslanders affected by poverty and inequality. QCOSS acts as the state-wide council that leads on issues of significance to the social, community and health sectors. QCOSS is a member of a nation wide network of State and Territory Councils and the Australian Council of Social Service (ACOSS)

The current key outcome areas for QCOSS endorsed by the Board of QCOSS are:

1. Policy advocacy
2. Community Sector Development
3. Community and membership engagement
4. Leadership, effective governance and continuous quality improvement

## 2. Position Purpose

This position will provide a statewide leadership role in engaging the wider community sector in cultural inclusive practices. It is an essential policy, networking and linking role throughout Queensland, which will increase the level of participation of individuals and communities from culturally and linguistically diverse communities in Queensland.

## 3. Accountability

This position is responsible and accountable to the Manager, Policy and Communications.

## 4. Minimum Qualifications and Experience

Possession of a degree from a recognised tertiary institution in the social sciences or a related discipline together with demonstrated experience and knowledge in policy development, advocacy and community development. Significant experience in the multicultural community sector is highly desirable.

## 5. Conditions

### Term of Employment

This is a part-time position, 30.4 hour a week position, with a three month probationary period.

## **Salary**

The remuneration for the position is at level 6 of the QCOSS EBA. QCOSS pays an above award rate with employer superannuation contribution of 10%.

## **Hours**

Normal hours are 30.4 hours per week, however the nature of the position may require additional hours. Overtime will not normally be paid, however time in lieu provisions apply. As per QCOSS policy, flexible working hours can be negotiated.

Additional entitlements are documented in the SACS Award and the QCOSS Policy and Procedures Manual.

## **6 Key Responsibilities and Outcomes**

### **1. Policy Development, Research Analysis**

- 1.1 Co-ordinate policy and research in relation to issues impacting on Culturally and Linguistically diverse communities.
- 1.2 Monitor and analyse policy issues of relevance to issues impacting on Culturally and Linguistically Diverse communities.
- 1.3 Research and prepare written information, analysis and recommendations, including responses, briefing papers, fact sheets, discussion papers, submissions and reports relating to issues impacting on Culturally and Linguistically Diverse communities.
- 1.4 Develop and implement strategies which seek to increase participation of people from Culturally and Linguistically Diverse communities in Queensland.

### **2. Policy Advocacy**

- 2.1 Liaise with individuals and organisations in government and non-government sectors on policy issues and developments in relation to Culturally and Linguistically Diverse communities.
- 2.2 Plan and develop community education and sector publicity campaigns on policy issues in relation to Culturally and Linguistically Diverse communities through initiating forums, seminars and other appropriate activities.
- 2.3 Represent the organisation on external committees, working parties and other bodies in relation to diverse ethnic communities.
- 2.4 Develop strategies to strengthen the capacity of the non-government social and community services sector to respond to the needs of Culturally and Linguistically Diverse Communities.
- 2.5 Source and document case studies that inform and support QCOSS's multicultural advocacy positions.

- 2.6 Showcase examples of 'good practice' of how people have worked together to strengthen Culturally and Linguistically Diverse communities both in Queensland and other jurisdictions.
- 2.7 Support local and regional solutions for people from Culturally and Linguistically Diverse backgrounds living in regional and remote Queensland.
- 2.8 Encourage the sharing of 'good practice' cultural inclusion with government and community sector.
- 2.9 Work with other QCOSS projects and programs to identify and address the needs of Culturally and Linguistically Diverse communities. eg. Health, Sector Development, SAAP network etc.
- 2.10 Update QCOSS staff and members of key multicultural issues, projects and initiatives.
- 2.11 Work with key multicultural agencies and the CAMS network to identify and address key priority issues for CALD communities
- 2.12 Ensure key QCOSS initiatives and projects are promoted to CALD communities and multicultural agencies.

### **3. Other**

- 3.1 Other relevant duties as required.

## **7. Selection Criteria**

- SC 1 Demonstrated experience and success in social policy project work – particularly in relation to CALD communities – including research.
- SC 2 Demonstrated experience in building relationships and working consultatively with a variety of stakeholders in the formulation and development of social policy recommendations.
- SC 3 Sound knowledge of social and multicultural policy issues in Queensland, particularly as they impact on low-income and disadvantaged people,
- SC 4 Demonstrated success in project management and capacity to work under well-defined time frames and to achieve key project milestones.
- SC 5 Demonstrated high level oral and written communication skills including the capacity to interpret and present complex ideas to diverse audiences.
- SC 6 Sound understanding and commitment to principles of social justice and their application in the development of social and economic policies and programs.

## 8. Application details

- Applicants must succinctly address the selection criteria (approximately 1-1.5 pages per criterion).
- An equal opportunity employer QCOSS encourages people from non-English speaking backgrounds to apply.
- Submit application with resume as well as phone numbers for two (2) professional referees.
- **Closing Date: 19 June 2009**

Further information is available by contacting Jenny Whitworth on (07) 3004 6918.

Applications are to be marked "CONFIDENTIAL" and submitted in writing (**preferably via e-mail**) to:

**Jenny Whitworth**  
[jennyw@qcross.org.au](mailto:jennyw@qcross.org.au)

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