

# Position Description

## Policy Officer

### Purpose of the Role

To provide support to the SCA Victorian Board in its policy, research and advocacy activities, with a focus on Government legislation, policies and programs that affect and impact strata communities.

### Accountability

Accountable to and receives direction from the SCA National CEO and the SCA National Policy Officer

### Reports to

The National Policy Officer as required.

### Responsibilities

Advocacy & Media	KPI
Liaise with media and PR companies engaged by SCA Vic or SCA Ltd and be the conduit for media relations between the Board/ President and media organisations.	All media opportunities presented by media/ PR companies are promptly communicated to the President and/or other relevant Board members.
Work with media/ PR companies engaged by SCA Vic or SCA Ltd to keep abreast of industry news and communicate opportunities for media exposure to the President and/ or Board members elected to assist with media relations, including assisting with drafting media releases and statements on behalf of SCA Vic (to be approved by President and/ or relevant Board members).	Media release issued by SCA Vic at least once per month, and media releases to be issued in a timely manner for all key industry issues that arise where SCA Vic deems it important to publicly advocate SCA Vic's position.
In cases where the President, Vice President and any other Board member that may be elected from time to time to act as a spokesperson for SCA Vic is unavailable, provide comment/ quotes for media releases and participate in interviews with media in line with already adopted positions of SCA Vic.	All media opportunities are maximized with media releases being approved and media enquiries being responded to within 48 hours.
Work alongside the President in maintaining close and collaborative working relationships with CAV, Ministers, other relevant government departments and other stakeholder groups.	SCA Vic continues to be seen as the 'go to' for strata related matters by government and other stakeholder groups, and continues to be invited to provide submissions and consult on industry matters.
Assist the Board and/ or Legislative & Public Affairs Committee to develop policies and positions on industry related matters and ensure those policies and positions are submitted or publicised as required and in the appropriate format.	Attend 90% of meetings of the Legislative & Public Affairs Committee and ensure all policies/ positions are finalised in the appropriate format.
Represent SCAV in person or writing – government or govt agencies led workshops.	Contribute to national advocacy and strata leading change initiatives.
Monitor and provide timely analysis of developments in policy areas that affect strata communities.	Quality of analysis and issue management. Deadlines met.
Inform development of appropriate strategies, projects and advocacy aims.	Positive committee member feedback.
Secure the appropriate internal support to pursue policy efforts.	Productive working relationships with other staff.
Assist in maintaining positive relationships with regulators and other industry stakeholders.	Quality of relationships established.
Monitor the legislative and political process.	

# Position Description

## Policy Officer

Prepare correspondence, submissions, reports, funding applications, advocacy briefs, presentations, news articles and other documents as required.	Quality and efficiency of developing communications material.
Foster and maintain positive relationships with media, and with communications teams from member organisations.	Quality of relationships established. Positive feedback from stakeholders. Respond to media enquires in a timely manner.
Identify topical subject matter and write articles for e-news as needed	Short articles to be supplied for e-news at least monthly
Identify, lead and engage with Government and Councils on key issues	Lead workshops for Emergency Planning connecting Emergency Vic, 1 <sup>st</sup> Responders, Council to OC's Lead workshop for Planning issues impacting OC's Lead workshop for better integration with Councils Lead workshop with CVA for training Committee Governance
<b>Policy Development (External)</b>	<b>KPI</b>
Conduct research and analysis and assist in the development of government response, policy and positions relating to strata living.	
Liaison with CAV for public education of new laws	
Research, consult and write policy position statements and submissions incorporating strong member input.	Positive assessment of quality of submissions
Gather and facilitate information sharing within the SCA network on issues and activities (external and internal) pertinent to member's needs and interests.	
Remain well informed and identify current, evidence-based literature relevant to policy areas that impact members and the Association	
Assess and report on the PSS and its value to SCAV and alignment with the Strategic Plan	
<b>Documentation</b>	
Identify member needs for fact sheets, information guides, best practice guides and develop written content	Resources developed seen as offering added value by members
Write and manage content for the President and state round up and any special interest story within the InsideStrata Magazine	Provide accurate approved information by the design due date
<b>General</b>	<b>KPI</b>
Helping owners and managers with enquiries	
Ensure activities comply with relevant Acts, Regulations, Codes, legal demands, internal procedures, policies, controls and professional and ethical standards.	All activities to comply.
Speak highly of SCA Vic and SCA Vic initiatives at all times.	A positive and encouraging image to be displayed at all times.