

Senior Policy Officer

Work Unit	Evidence & Innovation
Classification Level	4
Employment type	Full time (1.0)
Work location	National
Reporting line	Manager - Policy & Engagement
Supervisory Responsibilities	Nil
Date document created or updated	April 2025

Position purpose

The Senior Policy Officer provides guidance and support in the development of alcohol and other drug (AOD) knowledge and evidence within the ADF. The role is responsible for the development of ADF submissions, policy positions, as well as developing publications related to the advocacy and policy function of the ADF.

Key functions include:

- Preparing, writing and managing evidence-based policy positions, submissions, reports and materials for publication to a national and international audience.
- Providing subject matter expertise, advice and analysis on preventing and reducing AOD harm to the CEO, executive and senior leadership.
- Working with key stakeholders to develop and advance ADF policy positions.
- representing the ADF in forums including media, hearings for Parliamentary Inquiries and policy consultation forums.
- Supporting the implementation of the advocacy strategy and plan.

Organisational context

Celebrating more than 60 years of service to the community, ADF is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe, and satisfying lives, unaffected by AOD problems.

ADF's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. ADF is proudly independent and not-for-profit. Our services and programs include:

- AOD information

- Program delivery
- Workplace services
- Policy and advocacy

For further information, please go to our website: <http://www.adf.org.au/>.

Key Relationships

Internal Relationships:

- Manager, Policy and Engagement

Engagement:

- Manager, Advocacy
- CEO
- Head of Evidence & Innovation
- Media Manager
- State Managers
- Knowledge Manager (Information Resources)
- Marketing and Communications team
- ADF Working Groups as appropriate

External Relationships:

- State and Federal Government
- AOD researchers and key research institutes
- AOD organisations nationally and internationally
- Health organisations relevant to the AOD sector

Responsibilities

Policy and Engagement

- Provide subject matter expertise and advice to the CEO, State Managers and other ADF staff in relation to advocacy activities.
- Maintain the ADF submissions register and write high quality, evidence-based submissions relating to state and federal AOD policy.
- Support implementation of the ADF Advocacy Strategy including development of key stakeholder relationships.
- Support the analysis of current positions on AOD prevention in both the public and political arena and continue to monitor these positions to ensure relevancy.
- Represent the ADF in external committees, media, advisory groups, and consultations as required.
- Support Media Manager in development of ADF media statements.

Leadership

- Support ADF's sector engagement and knowledge of the AOD landscape.
- Maintain up-to-date professional knowledge by actively participating in relevant meetings, broader organisation forums and in the AOD, health and related fields.
- Foster an evidence-informed culture, working with other key ADF staff to advise on best and emerging practice for prevention of AOD related issues.
- Provide subject matter expertise to the ADF in the form of source documents, consultation, and training as required.

Knowledge Development

- Support the development and maintenance of comprehensive evidence-based position papers on key AOD policy.
- Support strategies that ensure ADF staff have appropriate knowledge and understanding of ADF's policy positions.

- Analyse research and write summaries in appropriate style and language for a practitioner and/or government audiences.
- Leverage in-depth knowledge of information sources and advanced searching skills to respond to internal and external specialist AOD information needs.

Capability Profile

Formal Education

- A recognised qualification in public health and/or health policy or similar.
- Post graduate qualifications in health policy or advocacy would be highly regarded.

Skills and Knowledge

- Ability to produce high quality and persuasive written material such as policy statements or briefing documents for a range of audiences.
- Substantial knowledge and experience in working in the AOD sector.
- Experience and skills in influencing the development of public policy.
- Demonstrated success in providing expert advice (including expert AOD subject matter advice) to key senior stakeholders (internal and external).
- Experience in understanding, analysing, and explaining the scientific, medical, political, social, and public attitudes relating to AOD.
- Excellent desktop research and referencing skills with experience using a range of information retrieval services/sources.
- Demonstrated experience and success in translating research and other evidence to inform policy and advocacy.
- Proven ability to work effectively in a dynamic team environment where meeting team and organisational objectives as well as professional objectives are important
- Strong communication and networking skills.
- Sound strategic thinking and planning skills.

Key Competencies (See table below)

COMPETENCY	DEFINITION	IMPORTANCE
Strategic Perspective	Takes a long-term view and thinks on a broad canvas. Helps to chart the long-term course of the business by evaluating key options, capabilities, threats, and opportunities. Establishes and implements operational plans aligned with the strategic vision.	Essential
Analytical Thinking	Able to understand a situation by systematically seeking and evaluating available information and/or by breaking it into causal steps to support effective decision-making.	Essential
Drive & Initiative	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	Essential
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers, and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Conscientiousness	Reliable and diligent. Can be counted on to deliver on expectations and to carry out tasks in a proper and thorough manner.	Essential

Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Desirable
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