

POLICY OFFICER

JOB DESCRIPTION AND DUTY STATEMENT

JOB DESCRIPTION

The Policy Officer assists the Senior Policy Officer and CEO in pulling together the elements required for informed and effective input into digital inclusion policy, telecommunications policy and submissions particularly relevant to remote communities.

KEY DUTIES

1. Policy Development, responses and representation	KPIs
1.1. Support new and updated Aboriginal and Torres Strait Islander media and communications policy, particularly relevant to regional telecommunications, digital inclusion and remote media delivery.	As required
1.2 Working closely with the Member Service Officer to facilitate consultation activities with remote members as required and as relevant to the role	As required
1.3 Support the development of policy papers on key topics (e.g. digital inclusion, regional telecommunications, RIBS licensing, remote member priority policy areas). Link policies to the 'Our Media' value statements and 9 Calls for Action to provide consistent messaging.	As required (usually 2-4 policy documents per year)
1.4 Prepare FNMA responses on relevant government and industry reviews, as directed by the CEO, with membership and stakeholder input where required.	As required (usually 5-10 per annum)
1.5 Contribute to the development of policy relating to the First Nations media sector, such as the Indigenous Digital Inclusion Plan, ACCAN forums, the Regional, Rural and Remote Communications Coalition, various telecommunications working groups, Government consultation processes and other areas as directed by the CEO.	As required
1.6 Work closely with inDigiMOB project staff to connect policy developments with project activities wherever possible and maintain a strong working knowledge of digital inclusion needs in remote communities.	As required.
2. Stakeholder Engagement	
2.1 Support positive working relationships with industry stakeholders including other community-controlled organisations, NBN Co, Telstra, NIAA, elected representatives and Government agencies.	As required, including representation in policy forums.
2.2 Seek partnership opportunities that align with the strategic objectives set by the Board and develop proposals as required in consultation with relevant members, particularly focused on the development of remote media organisations.	As required

2.3 Contribute to regular communication to promote FNMA's work in funding and influencing spaces.	As required
3. Research, data collection and analysis	
3.1 Maintain a watching brief on policy developments and industries that could impact remote media organisations.	As required
3.2 Undertake background research and consultation to support FNMA policy responses and/or discussion papers.	As required
3.3. Working closely with the Members Officers, supporting member services as required, including an annual member survey to identify capacity, outcomes and needs, as guided by the CEO and Board.	Annual survey developed and undertaken
3.4 Actively contribute to data development, collection, analysis and reporting processes in consultation with relevant members to support evidence-based policy development.	As required. (At least one report output expected per annum)
4. Communications	KPIs
4.1 Working closely with the Communications Officer, support the streamlining of communications across the business to effectively advise on emerging issues, historic sensitivities and identify key priorities for the Communications Strategy.	Annually
4.2 Work with Communications Officer to support CEO to advocate on sector policies, outcomes and issues through conferences, submissions, reviews, presentations to government/stakeholders.	Where relevant to remote communications
4.3 Provide activity reports to the CEO and Board for each meeting, contribute to newsletters, annual report and stakeholder email communication, provide verbal reports to membership meetings and stakeholder groups.	As required.
5. Professional Development & Support	
5.1 Develop and maintain workflows that integrate with Senior Policy Officer and project management staff for transparency and identification of support mechanisms.	Ongoing
5.2 Identify professional development opportunities relevant to your role and report to Senior Policy Officer and CEO	Annually