

Role Title: Policy Advisor
Reports To: Policy Director
Role Summary

This role is the first point of contact for the committees. Manages expectations of the committees and is the conduit of information between the staff & the diverse requirements of the committees.

Role Purpose

To coordinate and undertake research and analysis to assist in the development of policy recommendations; to work with those leading the high priority policy & representation issues of the association; to communicate with members and committees in a relevant and timely manner; to coordinate functions and events relevant to the policy section of NSW Farmers.

| Key Result Areas | Key Accountabilities |
|---|---|
| Policy Research & Advice | Provide information and analysis for submissions and media responses and other communications Undertake relevant research and analysis on potential emerging and/or current policy issues and other areas as directed by the Policy Directors, and assist in its implementation Stay abreast of policy, government and legislation issues in all forms of media and research articles Assist in providing policy advice to Policy Directors, relevant committee members and the CEO, to represent the interests of NSW Farmers |
| Administration & coordination | Provide administrative and secretarial support to the policy section and committees including answering the phone, and preparing agendas and minutes Assist in the preparation of correspondence and other communication media in the form of letters, memoranda and reports Assists with coordination of committee events and activities Assist staff with projects and related work Coordinate work and projects with other members of staff Coordinate and track correspondence, reports and requests for information |
| Responds to committees | Is the first point of contact for committees. Answers questions, provides updates and coordinate committee activities within the association |
| Stakeholder Management | Establish and maintain an effective communication network with members Identify and become familiar with relevant Government & industry stakeholders |
| Communication | Work with Policy Directors to exchange information, seek clarification, address enquiries, build relationships and produce deliverables on specific projects Prepare replies to incoming correspondence Attend to and screen enquiries for the policy section, refer enquires to the appropriate staff member and provide appropriate responses in the absence of division staff |
| Workload Management and Document Control | Set up and utilise systems to manage workload, track key issues and prepare reports Maintain confidential records and filing of reports, correspondence and related material for ease of retrieval |



Growing the best

| Key Performance Indicators | Measurable |
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| <p>The position is responsible for delivering against the following key measures from NSW Farmers' Strategic Plan.</p> | <ul style="list-style-type: none"> • Positive feedback from Policy Directors • Secretarial support and administration for committee delivered on-time and to expectation • Secretarial support and administration for policy section delivered on-time and to expectation • Key research and analysis conducted, contributing to industry policy priorities as determined by relevant Committees |

| Key Interactions (Internal & External) | For What Purpose |
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| <ul style="list-style-type: none"> ▪ Policy Directors | <ul style="list-style-type: none"> ▪ To provide support to the Policy Directors in the development and execution of policy ▪ To seek advice or support in relation to the particular area of expertise or a project and provide advice on policy matters as required ▪ To answer or redirect enquiries and provide information support on matters of concern to the policy department |
| <ul style="list-style-type: none"> ▪ Stakeholders / Committee Members | <ul style="list-style-type: none"> ▪ To fulfil coordination and support duties and respond to enquiries |

| Position Dimensions | Capabilities & Knowledge | |
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| <ul style="list-style-type: none"> ▪ Operating budget: Nil ▪ Direct reports: Nil | <p>Experience</p> <ul style="list-style-type: none"> ▪ Well-developed professional skills, experience providing support in a professional team, experience preferably in government, policy, or large corporate ▪ Competent user in relevant MS Office software ▪ Proven ability to manage relationships with a range of people ▪ Relevant tertiary qualification in Business, Agriculture, Law, Economics, or Science ▪ Understanding of agriculture | <p>Competencies</p> <ul style="list-style-type: none"> ▪ Takes initiative ▪ Conceptual thinking ▪ Intellectual curiosity ▪ Analysis & judgment ▪ Collaboration ▪ Communication ▪ Plans ahead & organises ▪ Tenacious |