

# POLICY AND RESEARCH OFFICER

Position Details	
Classification	VPSG-4
Reports to	Principal: Projects or Innovation & Research
Direct Reports	0
Indirect Reports	0
Directorate	Strategic Services
Work Location	637 Flinders Street, Docklands

## POSITION OVERVIEW

The Policy and Research Officer (Officer) is responsible for supporting the successful achievement of the ANZPAA Business Plan and works across a range of work items in support of the ANZPAA Board (Board) and Australia New Zealand Council for Police Professionalisation (ANZCoPP/the Council). The position assists with research, development of innovative solutions, management of policy projects and supports workshop and consultation meetings. The position is responsible for preparing briefings, reports, presentations and manages the administration of projects where required.

The position is part of the Strategic Services Directorate, which comprises of the Projects and Innovation and Research teams. Depending on business plan deliverables and workload, the position may be required to undertake work outside of their assigned team within the Strategic Services Directorate.

- ▶ **Policy** work as part of a team on various policy projects and develop deliverables that adds value to policing.
- ▶ **Innovation** engage in innovative, creative and original thinking that adds value to policing.
- ▶ **Results** deliver work outputs that achieve project and research objectives.
- ▶ **People** develop and maintain positive relationships within and external to the agency.
- ▶ **Communication** communicate with internal and external stakeholders.
- ▶ **Culture** support a collaborative and high performing team culture.

## THE OFFICER WORKS COLLABORATIVELY ACROSS ANZPAA DIRECTORATES AND TEAMS.

## QUALIFICATIONS AND EXPERIENCE

### MANDATORY

- ▶ A relevant tertiary qualification.

### HIGHLY DESIRABLE

- ▶ Research and benchmarking experience
- ▶ Experience in the development, implementation and ongoing support of policy projects.

## RESPONSIBILITIES

### POLICY

- ▶ Coordinate all aspects of assigned projects and business deliverables under limited direction, ensuring project objectives and timelines are met.
- ▶ Participate in different project teams, assuming a variety of roles as required.
- ▶ Balance and prioritise workload and competing priorities associated with different projects.

### RESEARCH

- ▶ Undertake a variety of research activities applying appropriate methodologies and strategies.
- ▶ Assist with the development of innovative solutions to complex problems within the policing environment, including the development of appropriate policy and frameworks.
- ▶ Critically analyse research and information to test and benchmark its value for policing and identify drivers of change and potential implications for policing.

### CONSULTATION

- ▶ Support the facilitation of workshops to achieve project outcomes.
- ▶ Undertake consultations with subject matter experts, jurisdictions and other stakeholders to socialise project outcomes.
- ▶ Ensure that external and internal environmental factors and relevant legislation, policies and protocols are taken into account in the development of projects outcomes.

### COMMUNICATION

- ▶ Prepare reports, including analysis papers, briefing notes, project proposals, correspondence and submissions for a wide range of stakeholders, including management and the ANZPAA Board.
- ▶ Develop and draft written communication and project deliverables.

### PEOPLE

- ▶ Work within and contribute to an agile and responsive team culture and environment.
- ▶ Represent ANZPAA in a positive manner and take opportunities to enhance the reputation of the agency.

- ▶ Adapt to changing priorities, work practices and processes dependant on the Board, Council and external environment.
- ▶ Accept internal and external feedback in a responsive manner.

## CAPABILITIES

Knowledge and Skills	Behaviours
<b>Policy</b>	<p>Able to determine and articulate an approach to achieve specific outcomes, taking into account ambiguities, changing circumstances and obstacles</p> <p>Able to ensure project objectives are met by anticipating and managing potential and emerging issues.</p> <p>Analyses issues from different perspective and draws sound inferences from information available and formulates policy options and recommendations</p>
<b>Research and analysis</b>	<p>Identifies and proposed workable solutions to problems.</p> <p>Able to gather information from a variety sources to develop insights and break down complex topics or situations to identify key aspects relevant to problem identification.</p>
<b>Stakeholder engagement and influencing</b>	<p>Can develop and maintain positive stakeholder relationships and is able to affect the beliefs, behaviours or actions of other people and effectively deal with stakeholder issues.</p>
<b>Meeting facilitation and presentation</b>	<p>Able to provide information to a group of people in a formal manner, often using audio-visual materials as well as plan and guide formal group discussions to achieve agreed outcomes.</p> <p>Adapts content, style or tone of presentation to suit audience and plans how to manage objections.</p>
<b>Communication</b>	<p>Ensures written communication contains necessary information to achieve purpose and meet target audience need, while ensuring appropriate style and formats are used.</p> <p>Able to receive information and insights conveyed verbally; takes steps to confirm a shared understanding about the meaning of the information and insights provided.</p> <p>Able to tailor the written material to a range of audiences to convey and obtain information, insights and ideas.</p>
<b>Problem solving and conceptual thinking skills</b>	<p>Able to translate intangible and abstract concepts into relatable and understandable terms as well as identify and implement solutions to address difficult situations.</p>

Personal Qualities	Behaviours
<b>Confidence</b>	Trusts in own abilities, knowledge, and judgement.
<b>Big picture focus</b>	Considers current situations, challenges, or ideas in the widest possible context.
<b>Creativity</b>	Comes up with new or different ways of thinking, working or solving problems
<b>Responsiveness</b>	Provides frank, impartial and timely advice to government, high quality services to the Victorian community, and identifies and promotes best practice

## ORGANISATIONAL ENVIRONMENT

Established in October 2007, ANZPAA was a joint initiative of the Australian and New Zealand Police Ministers and Commissioners. ANZPAA serves a Board comprising all Police Commissioners of Australia and New Zealand, and a Council (ANZCoPP) is comprised all Police Commissioners and the Presidents of the peak unions of both countries. ANZPAA is hosted by Victoria Police on behalf of all jurisdictions. ANZPAA is comprised of three directorates: Corporate Services, Strategic Services and the National Institute of Forensic Science.

ANZPAA works in partnership with the police jurisdictions of Australia and New Zealand to develop, promote and share strategic policing initiatives that enhance community safety and security.

As a non-operational policing advisory agency, ANZPAA key roles are:

- ▶ **Forecaster** identifying trends and developments that will shape and influence the future of policing.
- ▶ **Advisor** providing high-quality advice to inform decision-making.
- ▶ **Facilitator** facilitating information sharing and collaboration for enhanced cross-jurisdictional outcomes.

## VALUES

We Value	
<b>Innovation</b>	Making a positive difference through strategic and original thought Looking for alternative solutions that benefit policing Demonstrating value for police and ANZPAA
<b>Trust</b>	Reliable and transparent actions and decisions Operating with authenticity and leading by example Our stakeholders’ confidence in us
<b>Flexibility</b>	Embracing change through responsive actions

	<p>Evolving practices and processes to stay relevant</p> <p>Agile and adaptive work practices</p>
<b>Quality</b>	<p>Providing fit for purpose products and services with achievable strategic and operational outcomes</p> <p>Working in effective and efficient ways</p> <p>Taking pride and ownership in the work we deliver</p>
<b>Accountability</b>	<p>Assessing risk and accepting responsibility for our actions</p> <p>Being transparent in our interactions</p> <p>Being open and accepting of feedback</p>
<b>Teamwork</b>	<p>Active and positive participation with others in delivering outcomes for police and ANZPAA</p> <p>Treating everyone with respect</p> <p>Working collaboratively while maintaining individual accountability</p>

## OTHER RELEVANT INFORMATION

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.

The position description is indicative of the initial expectation of the role and subject to changes to departmental goals and priorities, activities or focus of the job.

The preferred candidate will be required to undergo security checks which will include fingerprinting.

The successful candidate will be employed pursuant to the Victorian Public Service Workplace Determination 2012.

The successful candidate will be required to complete the appropriate Declarable Association Acknowledgment Form/s.

Recipients of VPS departure packages should note that re-employment restrictions apply.

External applicants will be subject to a probation period of three months.

The successful candidate will be required to obtain and maintain a Baseline security clearance.

## PRIVACY NOTIFICATION

ANZPAA requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.