



Position Description Policy Coordinator

The Organisation

Environment Tasmania Inc. (ET) Australia's youngest conservation council, was publicly launched in 2006 and now represents more than 20 Tasmanian environment groups, with collective representation of over 5000 Tasmanians.

ET and its member groups work on a range of conservation and environment issues in Tasmania, including forest conservation, pollution, climate change, water issues, marine conservation, Parks & reserve management, amongst many others.

Title:	Policy Coordinator
Award:	Community Services Award Level 3 - 6 dependant on experience
Hours:	0.8 FTE (4 days per week) - 12 month contract - 12 week trial period

Position Description:

The policy coordinator will provide a broad role in the coordination of the development, implementation and advocacy of Environment Tasmania's policies on environmental and conservation issues. This will involve such activities as the writing or coordination of the development of policies, writing of submissions that represent the organisation's views, and representing the organisations views on policy issues to stakeholders including policy-makers, politicians and the media. The policy coordinator will work closely with the organisation's management committee, other staff members and member groups of Environment Tasmania.

Supervision:

Supervision of the policy coordinator on a day-to-day basis will be by the Director
The policy coordinator will report to the General Meeting of ET, and the Management Committee as required.

Tasks & Duties:

- Contribute to and participate in the planning, development and implementation of ET's strategic plan;
- Liaison with and providing a support role for member groups of Environment Tasmania;
- Media representation and generation of media interest;
- Facilitating the formation and/or update of key policy documents – e.g. Forest, Water, Climate Change, Public Transport;
- Ensuring ET is represented during public consultation periods via public submission processes;
- Organising public forums;
- Attendance to key conservation meetings;
- Researching, writing and submitting funding applications;
- Facilitation and management of ET's internship program
- Supervision of volunteers

Work Environment / Relationship with other members of the organisation

The policy coordinator will work on a daily basis in the E.T office space in Hobart, and will work in a close team with other employees of the organisation, committee members, volunteers, interns and member groups.

The nature of the work performed by Environment Tasmania, and the geographical dispersal of member groups across the state will necessitate travel across the state on a semi-regular basis.

Selection Criteria:

1. Strong appreciation of and commitment to the values, philosophy and objectives of ET and the member groups;
2. Exceptional written and verbal communications skills including the ability to write clearly, concisely and persuasively, including policy formation;
3. Strong understanding of Tasmanian environmental issues across a broad range of campaign areas;
4. Excellent computer skills in packages including Microsoft Word, Excel, Web and Email clients
5. Ability to work independently and within a team

Desirable Qualifications:

Tertiary qualifications in the Environmental field

ET Chairperson Signature _____ **Date** _____

ET Director Signature _____ **Date** _____