

## Position Description



<b>Position Title:</b>	Policy Officer/Senior Policy Officer	<b>Date:</b>	September, 2025
<b>Reporting To:</b>	Director of Research	<b>Location:</b>	Carlton (hybrid)
<b>Job Type:</b>	Full Time		

### Our Mission

To help people and institutions, regardless of their status or beliefs, to minimise serious harms from legal or illicit drugs.

### Objectives

The role of Policy Officer/Senior Policy Officer involves helping develop and implement the organisation's policy agenda, conducting high-quality research and analysis, and preparing policy papers and other external-facing material in line with Penington Institute's strategic goals. The Senior Policy Officer also undertakes other work to support the organisation as needed.

The work of this position ensures that the organisation is highly attuned to developments in the policy environment and engaged with diverse stakeholders (including governments, regulators, law enforcement, the health sector and the community) to explore opportunities for policy reform and provide advocacy and evidence-informed analysis across a wide range of drug-related issues.

Areas	Tasks and Responsibilities
<b>Policy</b>	<ul style="list-style-type: none"><li>• Take a proactive role in identifying policy issues relevant to drug use across Australian and international jurisdictions.</li><li>• Assess legal and regulatory frameworks to identify opportunities for policy change.</li><li>• Contribute to/lead the preparation of high-quality submissions to governments.</li><li>• Keep abreast of emerging issues and intelligence from stakeholders across diverse levels of government (state/territory, Commonwealth, UN/international).</li><li>• Apply evidence-informed knowledge to provide advice on a variety of policy issues.</li></ul>
<b>Research</b>	<ul style="list-style-type: none"><li>• Engage in legal and policy analysis to lead/assist with the production of research, policy papers, and other material for internal and external stakeholders.</li><li>• Monitor domestic and international political and research developments relevant to drug use issues.</li><li>• Assist with/lead data collection and analysis to underpin evidence-based reports.</li></ul>
<b>Communications (inc Fundraising) Support</b>	<ul style="list-style-type: none"><li>• Support strategic communications activity by providing advice on ways to incorporate policy considerations and engagement opportunities into external communications</li><li>• Support strategic communications through development of research, data and writing content for our publications (media releases, websites, publications and campaign materials).</li></ul>

	<ul style="list-style-type: none"> <li>• Assist in/lead the development of grant submissions, especially by sourcing and analysing relevant policies, research and data.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Participate in relevant internal organisational processes.</li> <li>• Contribute to other projects as required.</li> </ul>
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Productivity</li> <li>• Integrity</li> <li>• Compassion</li> <li>• Persistence</li> <li>• Empowerment</li> </ul>
<b>WELLBEING</b>	<p>All team members work to build and maintain a workplace environment and culture that supports healthy lifestyle choices.</p> <ul style="list-style-type: none"> <li>• Ensure you work in a safe way, and without risk to health both physical and mental wellbeing</li> <li>• Reduce the risks of injury or illness in the workplace so far as reasonably practicable</li> <li>• Avoid short cuts which could put yourself or someone else at risk.</li> <li>• Report work-related hazards and incidents to the Corporate Services Manager including any issues with mental health</li> <li>• Ensure reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Penington Institute's occupational health and safety (OHS) policies and procedures.</li> </ul>
<b>LEADERSHIP</b>	<p>Leadership isn't just for managers. We expect all team members to be leaders at Penington Institute.</p> <ul style="list-style-type: none"> <li>• Empower others and promote collaboration.</li> <li>• Invest in the growth and development of the team.</li> <li>• Treat all people equally and honestly.</li> <li>• Be on top of compliance and best practice of your area.</li> <li>• Work collegially with key stakeholders in other areas of the business.</li> <li>• Work beyond your scope to enhance business processes and practices.</li> <li>• Encourage people to have a view and raise issues for consideration and discussion.</li> </ul>