

Position Description

Position Title:	Policy Development Officer
Reports to:	Executive Dean & Director of Quality and Standards (Teaching and Learning)
Type of Employment:	Permanent Part-Time Contract
Organisation Unit:	Administration

Background

Christian Heritage College (CHC) was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), because of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of standing in the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. CHC is a place where lives are transformed, and people are equipped to make a difference to the world around them.

Key Objectives

CHC's governance frameworks are based on effective, compliant, and up to date policies. The Policy Development Officer (PDO) works with the Executive Dean, the Director of Quality and Standards (Teaching and Learning) and the policy committee. The PDO supports the development and renewal of policies to guide the academic and corporate governance of CHC. The PDO maintains the policy register.

Scope of Position

Within the organisational structure of CHC, the PDO reports directly to the Director of Quality and Standards (Teaching and Learning) and collaborates actively with academic and administration staff.

Key Responsibilities

- Maintaining the CHC Policy Register
- Developing new policies.

- Updating existing policies.
- Refining existing policies to better differentiate between policy and procedures.
- Checking to ensure policies and procedures reference the most up to date legislations and regulations.
- Benchmarking policies against similar policies from other identified higher education providers.
- Analysing and reviewing current policies to identify anomalies and redundancies.
- Developing a range of policy options and providing advice on preferred option.
- Preparing communication for stakeholder updates.
- Assessing implications of proposed policies.
- Preparing and maintaining policy and procedure manuals.

Other Responsibilities:

- Build and maintain successful relationships with staff.
- Support the college goals and processes.
- Attend regular meetings and appraisals as required.
- Be aware of and adhere to all college policies and procedures.
- Maintain confidentiality in relation to all sensitive and proprietary information.
- Attend relevant professional development activities to update knowledge.
- Support the mission and core values of CHC
- Undertake other duties commensurate with the role as directed.

Workplace Health and Safety

All employees have an obligation to comply with CHC's workplace health and safety policies, procedures, and instructions to ensure a safe workplace.

Equal Opportunity

CHC is an equal opportunity employer. All employees must be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Staff Development

All employees must participate in staff training and development activities to assist in the achievement of individual/work objectives.

Use of Equipment

During the performance of duties, the PDO will encounter and is expected to operate the following:

- Personal computers and Microsoft Office
- Microsoft Edge or other Web Browsers
- Office equipment e.g., printers, photocopiers, facsimile machines
- Various other software packages as required.

Specific training in the above will provided, as required.

Selection Criteria

Qualifications and experience

- Relevant experience in policy development and review or similar work.

Essential Attributes and Skills

- The desire and ability to work in a collaborative, team environment.
- A commitment to equal opportunity and experience working with diverse populations.
- Innovation and the ability to operate in a sometimes fast-paced environment.
- The ability to learn and disseminate detailed information using a high level of interpersonal skills.
- Excellent oral and written communication skills.
- Self-motivation, excellent time management, and organisation skills.
- Experience utilising a diverse range of technologies.
- Demonstrated ability to analyse documents such as policies.
- A demonstrated ability to be highly self-motivated.

Personal Qualities

- Mature Christian character
- Active involvement in a local Church
- Excellent people skills which enable effective communication with students and staff
- Willingness and ability to accept responsibility and to work with minimal direction.

- Ability to prioritise competing work demands to meet internal and external deadlines.
- Commitment to support the vision, values, and strategic directions of CHC.