

# Policy & Research Officer

## Statement of Duties

<b>Locations:</b>	Flexible
<b>Employment type:</b>	Fixed-term part time (0.4 FTE)
<b>Reports to:</b>	Chief Executive Officer
<b>Hours:</b>	15.2 hours per wee
<b>Classification:</b>	SCHADS Award level 6
<b>Duration:</b>	5 March 2026 – 17 September 2026

Working It Out is a unique, specialist service for Lesbian, Gay, Bisexual, Transgender, gender non-binary, Intersex and asexual people (LGBTIQ+) and their families across Tasmania. We are proud of our reputation as an inclusive, community-driven organisation respected by our members and other key stakeholders.

WIO is a values-based organisation which offers flexible hours and a welcoming team environment with diligent and committed colleagues in a challenging area.

We are an equal opportunity employer – we value and celebrate diversity in all its forms, and encourage people of all backgrounds, abilities, ethnicities and cultures to join us in our work.

## Position Summary

You will be expected to undertake a range of tasks including but not limited to:

1. Research into LGBTIQ+ health and well-being and related issues to inform submissions, advocacy and position papers. This may include literature reviews, surveys, interviews and focus groups.
2. Assisting with written submissions, advocacy and position papers and grant applications.
3. Developing policies and procedures to reflect and improve WIO's service delivery framework and risk management.
4. Participate in and/or chair relevant consultative committees and reference groups.
5. Contribute to the overall functioning of the organisation as a member of WIO's Leadership Team.
6. Working collaboratively and respectfully with all WIO team members across the state.
7. Attending and contribute to team meetings which are held by teleconference and face-to-face.
8. Performing other activities as negotiated.

## Selection Criteria

1. Relevant tertiary qualifications and/or experience.
2. Demonstrated understanding of the lived experience of lesbian, gay, bisexual, intersex asexual, trans and gender diverse Tasmanians.
3. Understanding of health policy, health related practice frameworks and risk management, and LGBTIQ+ health and wellbeing related challenges and issues.
4. The ability to write clearly and succinctly.
5. Research skills.
6. Demonstrated IT, time management and organisational skills including the ability to meet deadlines and prioritise tasks.
7. High level of written, verbal, interpersonal and presentation skills, including the capacity to represent WIO in high level consultations and forums.
8. Capacity to work both autonomously with minimal supervision and as part of a team.

## Cultural fit

The successful applicant must alignment with Working It Out's culture (see pages 4-5).

## Conditions of employment

1. Terms and conditions of employment will be based on the SCHADS Award Tasmania.
2. The WIO Code of Conduct reflects and informs the mission, strategic direction and policies of WIO and is based on the organisation's key values. The code of conduct specifies the standards of behaviour expected of all WIO staff in order to nurture a positive workplace culture.
3. All staff must preserve confidentiality of any information from the organisation's documents, verbal communication, or from any other source which relate to the organisation's business, staff or service users.
4. The successful applicant will be asked to undergo a national Police check and a working with vulnerable people check.

## How to apply

For further information contact Lynn Jarvis on 0408265045

**Please write a one-page statement outlining your relevant qualifications and experience.**

Applications should be sent to

Dr Lynn Jarvis, (Acting) Chief Executive Officer  
ceo@workingitout.org.au

**By COB Wednesday 18<sup>th</sup> February 2026**

## **Our Culture**

At Working It Out our aim is to welcome and engage with all those who access the service. We recognise that the culture of the organisation is integral to its success as a community owned and driven provider.

### **Respect strengths, capacity and uniqueness**

- We acknowledge, celebrate, hear and affirm all people's unique experiences and knowledges from the first point of contact with Working It Out
- We respect the unique qualities of our staff and what their lived experience adds to Working It Out as a whole
- We believe in, and work with, people's innate strengths, capacities and experiences
- We acknowledge that what it means to be LGBTIQ+ has and is changing, affected by theoretical trends, political, social, cultural and environmental change and context
- We are mindful of our use of language and the power of language to include or exclude
- We are culturally inclusive and work to enhance the lives of all LGBTIQ+ Tasmanians regardless of backgrounds, identities, race, religion, abilities and incomes
- We work against systems that seek to divide and to exclude

### **Work collaboratively for systemic change**

- We resist 'us/them' and 'expert/client' mentalities across all aspects of our work
- We seek to work collaboratively with all people who engage with Working It Out
- We support people to locate struggles within social structures and systems, not within the individual
- We challenge systems and structures in a careful and strategic way that aims for long-term change
- We see service-users as fellow community members, not 'cases'
- We see people accessing professional learning as experts in their field seeking support to provide inclusive services
- We see parents, partners and families as people who know their child, sibling or partner and who generally want the best for them
- We have been, and remain committed, to being part of collective social and systemic change
- We are mindful and critical of our power and the relationships of power that we are implicated within
- We are committed to providing support and engaging with people and communities in a way that is consistent across our organisation, reflective of our shared values

- We respect the role of mainstream clinical and case-management services, Government departments and educational institutions.

#### Work within the Tasmanian context

- We provide interactive, supportive and engaging learning opportunities within the Tasmanian context
- We provide short-term, strengths-based, non-clinical support to LGBTIQ+ people, their friends and families
- We provide support to LGBTIQ+ people that is not accessible through mainstream services and supports
- We provide professional learning programs in inclusive service delivery which are not otherwise available
- We are proud of our reputation and are committed to maintaining it
- We respect that Tasmania is comprised of many population groups, with diverse needs, desires and histories
- We respect the Tasmanian context and its complexity, while recognising that we are also part of it, and subject to its unique characteristics, issues and histories

#### Respect and learn from our history

- We respect our LGBTIQ+ community elders, their experiences and their contributions
- We respect that how we work is a result of why and how the organisation was founded, and 20+ years working in the Tasmanian context
- We continue as a government funded organisation, valued because of the way that we work, which is specific and unique
- As an organisation, we have survived by working strategically and remaining focused on long-term change over short-term political outcomes

#### Respect our capacity and limitations, while remaining focused on the future

- We are open to change but acknowledge that organisational change must be measured and ongoing
- We respect that we cannot be all things to all people, and that the need will always be greater than what our resources allow us to do
- We are committed to ensuring that our work and the organisation is sustainable over the long-term
- We will continue to advocate for increased resources and where possible, seek out additional avenues of funding, within our capacity
- We acknowledge that our core services (support and education) and the funding to do this provide the foundation of everything that we do
- We support service users around LGBTIQ+ identity(s) and experience. If service-users are negotiating issues such as housing, Centrelink/welfare, medical issues, mental health services, legal advice, financial issues, we provide basic referral to mainstream supports, while continuing to support them negotiate things related to LGBTIQ+ identity and experience. Where these complexities do arise, we locate these within social structures and systems, rather than individual deficits.

- Our policy and practices should be congruent with our organisational culture, ethos and values - if not, we want to know about it and discuss it as an organisation, while recognising that some values/practices remain fundamental to our organisation and the way we work