



National Policy/Advocacy Officer - Position Description

Join the Movement Shaping Australia's Organics Recycling Future

The **AORA Policy/Advocacy Officer (Contract)** is a pivotal, high-impact national role at the heart of Australia's transition to a more sustainable future. In this position, you'll collaborate closely with AORA's State Committees to uncover the key challenges and opportunities facing the organics recycling sector—then lead the charge in transforming those insights into clear, strategic policy positions. These policies will help influence and guide government decision-making at both state and national levels.

Beyond policy development, you'll be a key relationship-builder—cultivating strong, strategic connections with federal and state government departments, environmental protection agencies, and other key stakeholders. Your ability to engage with the right people at the right time will ensure the industry's voice is heard where it matters most—at the table where policy is made.

Reporting to the National Executive Officer, this role is budgeted at up to 100 hours/month (although this may vary from month to month depending on activity).

This role is a remote - work from home role, and you will ideally be based in Sydney/Melbourne/ Brisbane. Interstate travel will be required for this role, approximately once a month.

Key Responsibilities

- Develop and maintain strong relationships with key federal and state government departments and agencies/personnel
- Develop and promulgate state policy and position papers to positively influence governments, in line with AORA national policy and as directed by State Committees/National Executive Officer.
- Work to develop and deliver consistent, standardised policy nationally (i.e., across states) in order for the industry to prosecute an increased effort towards national harmonisation of policy as it relates to/impacts the organics recycling industry.
- Write in a range of formats to support AORA's advocacy for a thriving organic recycling sector, including policy responses, submissions and articles.
- Monitor State and Federal level policies and programs relating to priority areas and provide considered advice about appropriate organisational responses as required.
- Facilitate consultation processes with industry stakeholders to inform policy positions.

- Participate in external policy forums, to support AORA advocacy priorities.
- Where appropriate, consider opportunities for research and analysis on existing and emerging issues relating to the organics recycling industry.
- Assist with the delivery of AORA state events including member meetings, field days
- Contribute to AORA national projects as directed by the National Executive Officer.

Essential Skills and Attributes:

- Bachelor's degree in Public Policy, Environmental Science, Law, or related field required
- Minimum 3-5 years' experience in policy development, research, and analysis within government or industry bodies
- Outstanding written communication skills, including the ability to write clearly and succinctly.
- An understanding of government and political processes.
- An understanding of public policy development, consultation processes and advocacy.
- Advanced computer and web skills, including a proficiency in the Microsoft Office Suite.
- Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders.
- Exceptional organisational and time management skills, including the ability to work with minimal supervision as part of a small team and ability to deliver outputs within short timeframes.
- A passion for the circular economy and in particular, the organics recycling industry.

As this is a contracted role with the Australian Organics Recycling Association, to be considered, you must:

- Have access to a suitable home office work environment.
- Must be willing to travel interstate from time to time.
- Have your own motor vehicle and Australian drivers licence.
- Hold an Australian Business Number (ABN).
- Hold professional indemnity insurance and public liability insurance.

This role is integral to advancing the organisation's policy agenda and supporting informed decision-making across the sector.

Applications must include a cover letter addressing your suitability to the role, key responsibilities and essential skills, along with a resume via Seek