

Policy Officer

Job reference	26-2
Classification	APS Level 6
Work area	Reporting for Impact
Location	Canberra office (preferred); Remote working arrangements in other locations will be considered
Employment type	Ongoing / Non-ongoing, Full-time / Part-time
Salary range	\$101,679 to \$114,709
Security clearance	Baseline
Office arrangement	Flexible working arrangements, in accordance with our Enterprise Agreement
Contact officer	Melissa Frazer / Jacinta Gibson HorizonOne Recruitment 02 6189 1044 scribing@horizonone.com.au Reference: 26-2
Applications close	11:30pm, Sunday 19 July 2026

The Office of the Inspector-General of Aged Care

Our vision is an aged care system in Australia, where every person receives kind, compassionate, high-quality care that promotes their rights, identity and independence.

Led by the Inspector-General of Aged Care, the Office of the Inspector-General of Aged Care (OIGAC) is a non-corporate Commonwealth entity established in response to the Royal Commission into Aged Care Quality and Safety.

Our purpose is to ensure integrity and accountability of the aged care system through independent, informed oversight. We drive meaningful change, by calling out serious barriers and holding up to the light, models that would create the meaningful improvement needed to achieve this vision.

Through **independent oversight** of how the government administers aged care, we aim to:

- Drive meaningful change to achieve rights-based, high-quality care
- Build trust and confidence in the aged care system
- Promote system-wide transparency
- Illustrate how government can achieve equitable, person-centred aged care

Fairness, integrity, inclusivity are at the heart of how we work. We hold ourselves to the same high standard of transparency that we seek in others.

We use robust data and evidence to oversee the system, drawing on lived experience as a critical informant. Beyond monitoring, reviewing and reporting, we seek innovative ways to drive impact and inspire change.



We are wholly independent, free from influence and uphold the integrity needed to hold others accountable. Our recommendations are practical and actionable and focus where the most meaningful, positive change in aged care can be achieved.

Our structure

The OIGAC is headed by the Inspector-General of Aged Care, supported by the Agency Executive Director (AED). The AED is the senior operating manager of the OIGAC, responsible for the general operations of the agency.

The OIGAC consists of the collaborative teams:

- **Reporting for Impact** – our teams responsible for reviews and reports under the agency's enabling legislation, including the review of the implementation of Royal Commission recommendations
- **Communication and Engagement** - responsible for strategic and internal communications and stakeholder engagement
- **Corporate Services** - responsible for the delivery of the agency's enabling services including finance and human resources, managing shared service arrangements and ensuring appropriate governance.

The role

Do you thrive on identifying opportunities for transformational change? Are you experienced in engaging with stakeholders and people with lived experience, evaluating, reviewing and reporting upon government progress? If you are motivated by a vision in which older people in Australia do not merely exist within aged care, but are supported to live with dignity, connection and purpose as they age – then this is the job for you.

Reporting to the Assistant Director and/or the Director, the role of Policy Officer, Reporting for Impact, is an essential role within the agency which enables us to deliver on our strategic and legislative objectives. The Reporting for Impact teams are responsible for delivering the following:

- developing impactful outputs (reports or otherwise) against the central topics on the agency's [Annual Work Plan](#)
- undertaking in-depth projects, reports and reviews on systemic issues associated with the funding, regulation, administration, or delivery of aged care
- Reporting on the Government's implementation of the Aged Care Royal Commission recommendations.

The ideal candidate

The ideal candidate is values-driven and motivated by the opportunity to contribute meaningfully to positive change in the aged-care sector. As a small agency, we may not offer extensive career progression pathways, but we provide a unique environment for those who are passionate about the subject matter and committed to making a tangible impact through their work.

To be successful in the role, you must thrive under pressure in a fast-paced environment and enjoy working through competing and evolving priorities. Our ideal candidate first and foremost, has a commitment to making a difference for older people trying to access aged care, or for those already in the aged care system. Additionally, they will have experience in undertaking reviews or evaluations and supporting the development of evidence-based reports and recommendations.



Our ideal Policy Officer will have

- Strong analytical skills with experience in identifying issues through independent research and analysis.
- Demonstrated capacity to achieve quality outcomes while managing competing priorities.
- Well-developed verbal and written communication skills, with the ability to confidently draft reports and present clear messages.
- Ability to make sound decisions under limited guidance, applying relevant legislation, best practice, and organisational procedures.
- Sound interpersonal skills to develop and maintain good working relationships with internal and external stakeholders.

Highly desirable

- Relevant tertiary qualifications in government policy, economics, or law (or similar), with knowledge of aged care financing desirable
- An understanding of, or the ability to quickly acquire, a broad understanding of the Australian Government-funded aged care system

Integrity and work health and safety

The APS acts with integrity and fairness and is accountable and transparent in everything it does. This will build public trust and strengthen standards of integrity in our federal government. As a public servant at OIGAC the successful applicant will be expected to act with and champion integrity; and be stewards of the public service.

The Work Health and Safety (WHS) Act requires employers, managers and employees to contribute to a safe and healthy work environment. Employees at OIGAC work collaboratively to ensure we comply with our work health and safety obligations. OIGAC works hard to support an organisation-wide approach to building and sustaining a positive, psychologically safe and healthy work environment.

Inclusion and diversity

The OIGAC supports inclusiveness and encourages all employees regardless of their gender, cultural background, disability, sexual orientation, or age to bring their authentic self to work. We foster a workplace where our people feel valued to participate fully at work. We embrace the variety of experiences, skills and perspectives that people bring to the workplace.

We value the contribution that a diverse workforce brings and encourage applications from people with diverse experience and backgrounds including Aboriginal and Torres Strait Islander people, LGBTQIA+ individuals, people from culturally and linguistically diverse backgrounds, mature age individuals, and people with disability.

Wellbeing

The Office of the Inspector-General of Aged Care is committed to the health, safety and wellbeing of those who work for, and with us. Our people and those who work with us are expected to share this commitment to safety and wellbeing.

Some workers in this agency may be exposed to potentially distressing material. The degree of exposure to this material varies depending on the specific role. We encourage you to consider your personal circumstances and wellbeing when applying. If you have any concerns, please speak to the contact officer before submitting your application.



Eligibility

To be eligible for employment in the OIGAC applicants must be Australian citizens.

General suitability for employment will be assessed through pre-employment checks, such as:

- proof of Australian citizenship and identity check
- satisfactory completion of an Australian Federal Police criminal history check
- a Working with Children and Vulnerable People check (where required)
- evidence of relevant qualifications.

Conduct in the workplace

All Commonwealth employees must comply with the requirements of the *Public Service Act 1999*, including the Australian Public Service (APS) Values, APS Employment Principles and the APS Code of Conduct, which outline the type of behaviour and conduct expected of employees.

Refer to [Procedures for determining breaches of the APS Code of Conduct and for determining sanctions](#) for more information.

RecruitAbility

The RecruitAbility scheme, that supports the increased representation of people with disability in the APS, applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

Merit remains the basis for engagement and promotion.

For more information visit <https://www.apsc.gov.au/recruitability>.

How to apply

Submit your application to the [Job portal](#) by no later than **11.30pm (AEST) on Sunday, 19 July 2026**.

Your application must include:

1. Your online application form
2. Your current resume (maximum 4 pages) which outlines your experience and qualifications.
3. Your pitch (maximum 750 words) with reference to the role and ideal candidate
4. Details for 2 referees, including your current supervisor

Prior to preparing your response, it is recommended that you review the [Work Level Standards](#) relevant to the classification and position you are applying for.

Merit Pool

Candidates who are found suitable but not offered a position may be placed in a merit pool for up to 18 months from the date of advertisement. The OIGAC and other APS agencies may use merit pools to fill vacancies.