

**SKILLS FRAMEWORK FOR SOCIAL SERVICE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Social Policy					
TSC	Social Policy Development					
TSC Description	Develop social policies that are current, relevant and aligned to national priorities and social needs					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		SSC-POL-2002-1.1	SSC-POL-3002-1.1	SSC-POL-4002-1.1	SSC-POL-5002-1.1	SSC-POL-6002-1.1
		Support the development of social policy proposals for the social service sector	Develop social policy proposals for the social service sector	Develop social policy proposals and review social policy proposals developed by staff	Review social policy proposals developed by staff and lead stakeholder consultations and engagements in social policy development	Lead development of social policies and build consensus of stakeholders on social policy recommendations
Knowledge		<ul style="list-style-type: none"> Whole-of-government strategic outcomes and social policy objectives Relevant policies and schemes in social service sector Policy development philosophies, processes and principles Social principles and the supporting institutions Local community context, political, and larger systems impacting clients Roles and responsibilities of government and stakeholders Risks and impacts of policy changes Implementation challenges and considerations Methods for analysing costs and desired outcomes Data collection methods 	<ul style="list-style-type: none"> New and emerging trends in social service sector Stakeholder engagement methods Strategies of developing professional relationships Principles and practices of legislative requirements 	<ul style="list-style-type: none"> Government policy agendas and priorities, and public interests Processes for enactment of legislative changes 	<ul style="list-style-type: none"> Structure and range of the organisation's programmes Government initiatives within the community and social service sector Data collection methods Trend analysis strategies Strategies for enacting legislative changes Whole-of-government processes and principles in policy development 	<ul style="list-style-type: none"> Strategies for building consensus with stakeholders Strategies for inter-agency collaboration

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<p>Abilities</p>		<ul style="list-style-type: none"> • Conduct need assessments for clients at the community level • Conduct environmental scanning to understand existing landscape for policy issues • Describe role of government in social policy development • Draft policy proposals in line with policy agenda under guidance of supervisors • Propose appropriate policy actions or recommendations to supervisors for approval • Propose stakeholders to be consulted in policy development 	<ul style="list-style-type: none"> • Recommend solutions to resolve gaps in policies • Draft policy proposals under supervision and guidance • Propose appropriate policy actions or solutions for approval • Ensure policies are developed in line with requisite legislative processes • Present policy proposals to relevant stakeholders • Engage stakeholders to understand the risks and impacts of policy changes • Guide staff in drafting policy 	<ul style="list-style-type: none"> • Recommend policy agendas • Articulate impact of current social trends on social policies • Draft policy proposals • Supervise staff in drafting policy proposals • Identify list of stakeholders to be consulted in policy development • Collect and analyse feedback during policy consultations with stakeholders • Lead engagements with relevant stakeholders and agencies 	<ul style="list-style-type: none"> • Review policy proposals submitted for approval • Lead in policy consultations to gather feedback • Facilitate policy acceptance and consensus with stakeholders • Work with relevant legislative parties to draft legislative amendments and introduction of new legislation 	<ul style="list-style-type: none"> • Set policy direction and agendas • Evaluate list of stakeholders to be consulted in the policy reviews • Evaluate communication methods for the review of policies with stakeholders • Prepare terms of reference and guidelines for stakeholders' involvement in policy reviews • Lead effort to build consensus on policy issues amongst stakeholders • Lead effort to obtain management and political endorsement for policy recommendations
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