

<b>Job Title:</b>	Policy and Advocacy Lead	<b>Location:</b>	Australia wide
<b>Team:</b>	Policy and Research	<b>Position Type:</b>	Full-time
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award 2010	<b>Award Level:</b>	Level 6
<b>Reports to:</b>	Policy and Research Director		
<b>Primary Job Purpose</b>			
<p>The Policy and Advocacy Lead will be responsible for developing advocacy strategies, policy development, and stakeholder engagement activities in collaboration with the Policy and Research Director.</p> <p>The role will work with a high degree of autonomy and be required to develop and maintain relationships both internally and externally.</p> <p>The role includes undertaking complex policy tasks including rapid analysis of legislation and developing high quality written materials. It also includes the development and oversight of advocacy strategies.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Map, engage and develop stakeholder relationships, particularly with government and political decision makers, and also with not-for-profit organisations, people with lived experience and researchers.</li> <li>• Draft and review high quality written publications including briefs, letters, submissions and research reports.</li> <li>• Support staff within the Policy and Research team to contribute to the program of work and help the Director coordinate workflow within the team.</li> <li>• Collaborate with the Communications team on traditional and digital media and other communication outputs that are developed to support advocacy strategies.</li> <li>• Represent the organisation at a range of forums, events, conferences and meetings.</li> <li>• Identify opportunities for funding for this program of work.</li> <li>• Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members.</li> <li>• Contribute to the strategic advocacy activities of the organisation.</li> <li>• Perform other duties as directed by the CEO and/or Director of Policy and Research.</li> <li>• Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct.</li> <li>• Adhere to all the requirements of the Work Health &amp; Safety Act and Regulations, both personally and in relation to the other staff and the company in general.</li> </ul>			
<b>People Management</b>	The position does not have direct reports.		
<b>Budget Management</b>	The position does not have budgetary responsibility.		
<b>Capabilities</b>			
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Professional experience in government relations, stakeholder engagement, policy and advocacy strategy development, research program delivery and staff supervision.</li> <li>• Academic qualifications in public policy, politics, health, epidemiology, statistics, or other relevant subject area.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Experience in political or parliamentary work environments highly desired.</li> <li>• Experience in coordinating projects.</li> </ul>		
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of an experience with government policy processes.</li> <li>• Strong interpersonal and communication skills, adaptable to many stakeholder settings.</li> <li>• Ability to work with others across teams and at all levels, as well as developing workflow processes.</li> <li>• Ability to set goals and work productively with minimal supervision.</li> <li>• Experience in project and contract management.</li> <li>• Experience in data analysis and synthesis of data.</li> <li>• Ability to supervise and mentor staff to achieve shared objectives.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain strong and productive working relationships.</li> <li>• Ability to manage conflicting priorities within a dynamic environment.</li> <li>• Values-based and outcomes focused.</li> <li>• Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility.</li> <li>• Demonstrated commitment to continuing professional and personal development.</li> </ul>		
<b>Reviewed By:</b>	Catherine Earl	<b>Date:</b>	20/3/2024
<b>Approved By:</b>	Caterina Giorgi	<b>Date:</b>	20/3/2024
<b>Last Updated By:</b>	Catherine Earl	<b>Date/Time:</b>	20/3/2024