

Position Description

Title	Policy and Advocacy Officer
Reports to	Head of the Women's Research, Advocacy and Policy (WRAP) Centre
Direct reports	Nil
Hours	Full time
Tenure	Ongoing
Work level	7.1 GSANZ Collective Agreement 2016
Last updated	August 2019

Good Shepherd Australia New Zealand (GSANZ)

Good Shepherd Australia New Zealand (GSANZ) was established to address the critical contemporary issues facing women, girls and families. We aspire for all women, girls and families to be safe, well, strong and connected. We work to advance social justice and equity, and to support our communities to thrive. Our priority areas for impact are: economic participation and wellbeing; safety; resilience; housing options; and system change.

The Women's Research, Advocacy and Policy (WRAP) Centre works to address the underlying structural causes of injustice and inequality. We do this through a range of research, policy development and advocacy activities. The WRAP Centre is independent and nonpartisan.

Role Purpose

The Policy and Advocacy Officer contributes to policy development and advocacy activity, including the provision of high level policy advice, stakeholder engagement and advocacy across the organisation's priority areas. This position acts as a key contact for government, non-government organisations, peak bodies and other stakeholders and contributes to the strategic direction of the WRAP Centre.

Accountabilities

Identify and analyse emerging policy issues in priority areas with a focus on achievable outcomes.

Contribute to development and implementation of advocacy strategies, including developing tactics and identifying effective, measurable outcomes.

Develop policy submissions, statements, briefing notes, reports, blogs, letters and speaking notes.

Maintain and develop collaborative internal and external stakeholder relationships to effect change. Track all policy and stakeholder activity.

Develop communication material for a variety of channels, including website and social media, to translate knowledge and extend influence, including administering WRAP Centre Twitter accounts and collaborating with GSANZ communications staff on advocacy campaigns.

Contribute to the strategic direction of the team, including the development of the WRAP Centre's unique voice in policy matters, and advice across the organisation as required.

Represent the WRAP Centre at meetings and stakeholder consultations.

Support senior policy and research staff in areas of expertise, including associated coordination and administrative duties.

Ensure work is informed by the voices of those impacted by public policy, including client and practitioner experience.

Selection criteria

Essential

1. Experience working in policy and advocacy within the community sector, a peak body, government department or statutory authority, including demonstrated contributions to policy formulation.
2. Knowledge of the social and political climate in the one or more GSANZ priority areas
3. Knowledge of public policy cycles, including public policy institutions and instruments
4. High level strategic thinking, conceptual agility and analytical skills, including the proven ability to map current trends and issues and contribute to new initiatives
5. High level writing and editing skills that can be applied to a range of documentation, with attention to detail and a low error rate
6. Highly developed interpersonal and diplomacy skills, including relationship management skills and the proven ability to communicate with diverse stakeholders with competing agendas, handle sensitive issues, and work both independently and as part of a team
7. High level communication and knowledge translation skills with the proven ability to develop content across a variety of channels for different audiences, as well as facilitation and presentation skills
8. Excellent organisational skills with flexibility to reprioritize to manage competing demands and meet deadlines, and resilience in the face of change
9. Demonstrated alignment with the GSANZ values and network mission
10. Tertiary qualification in social policy, social science, law, economics or other relevant discipline
11. A satisfactory Police Check
12. A current Working With Children Check (WWCC)

Desirable

13. Postgraduate qualification in a relevant discipline

Organisational responsibilities

Strategy

- Ensure projects and activities are delivered in line with team operational plan and GSANZ's Strategic Plan
- Contribute to development, implementation and review of team operational plan
- Identify opportunities for improvement and innovation in line with GSANZ's Strategic Plan

People

- Demonstrate commitment to own learning and development including reflective practice
- Contribute to development of a high performance team
- Share knowledge and insights with colleagues
- Value diversity and inclusion
- Take responsibility for self and others by managing own wellbeing and fostering positive relationships with colleagues

Clients

- Identify opportunities for policy influence, service development and organisational improvement
- Ensure a person-centred approach in all team activities
- Prioritise the voices and experiences of those impacted by public policy, including clients and practitioners

Service Delivery and Operations

- Ensure all projects and activities are delivered in line with organisational plans and procedures
- Maintain accurate data, information and reporting at all times

- Other duties as reasonably required

Stakeholders

- Maintain and develop productive relationships with external partners, allies and service providers
- Identify new opportunities to increase influence and impact
- Maintain and develop productive and collaborative relationships other GSANZ team members and departments

Compliance

- Demonstrate behaviour consistent with the network mission, GSANZ values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times
- Ensure documentation is in accordance with GSANZ standards.

Values & Behaviours - We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Reconciliation

- We understand the past, respect our place in history and move forward in the spirit of healing and partnership
- We use our capability to build knowledge and skills in the community and with individuals
- We use a coaching approach to facilitate growth, skill building and development
- We pro-actively seek opportunities to draw on the wisdom and expertise of others in order to support those we work with appropriately

Value of each person

- Our relationships are based on empathy, respect and compassion that sees, and seeks out, the good of each person
- We participate actively, courteously and enthusiastically as part of a team
- We work collaboratively to deliver valued outcomes for every individual
- We adopt appropriate systems and practices to support outcomes that are important to people
- We recognise the strengths, skills and contribution of each person in order to achieve our mission

Justice

- We challenge structures and behaviours that perpetuate disadvantage so that we bring about positive change
- We listen first in order to understand
- We use our resources efficiently and effectively to sustain and grow our services
- We have constructive conversations about performance, recognise excellence and hold each other accountable for our values based behaviours
- We make informed decisions and communicate early, honestly and transparently

Zeal

- Our commitment is wholehearted
- We embrace opportunities to increase our positive impact and influence
- We reflect and adapt our practice to ensure currency and relevance
- We see change as an opportunity and positively champion new ways of being and doing
- We stretch ourselves individually and collectively to overcome barriers and setbacks

Audacity

- We think reflectively and take bold action to follow new paths for the mission
- We look for innovation and learn from mistakes as a path to knowledge
- We make brave decisions while we are prudent and carefully assess risks and alignment to mission
- We embrace debate to ensure sound decision making
- We stand by our decisions as a team and as individuals.