



CREATE Foundation Job Description

Position title:	Policy and Research Manager
Location:	Brisbane
Reports to	CEO
Hours	Full-time
Salary	(above award) SCHADS 7.3 (\$108K) + attractive salary sacrifice option

Position Statement

Primary Purpose of the Position

This role requires a highly driven, task-oriented person with the ability to manage multiple competing priorities. An ability to respond to emerging issues and jurisdictional inquiries, whilst ensuring KPI's and contract deliverables are met is essential to success in the role.

This position provides an invaluable opportunity to be immersed in and affect positive outcomes for children and young people in care at the state and national level.

Position context and specific job requirements

CREATE Foundation is a systemic advocate that sits in the sector as a peak consumer body, to represent the voices of children and young people to key decision makers.

The Policy and Research Manager has a leadership role within the organisation and is responsible for leading the Influencing Stream and Committee. This role is a member of the Leadership Committee reporting directly to the CEO. The role is required to be involved in providing input into the strategic direction of the organisation and has shared responsibility for implementing the Strategic and Operational Plans.

- Contribute to a positive organisational culture, and ensure that CREATE effectively facilitates Child Safe Standards and take responsibility in identifying and mitigating organisational risk at business areas level and organisational level;
- Participate in the development of the organisations strategic direction;
- Implement the Operational Plan and achieve KPI's and meet competing Fee for Service deliverables;
- As a senior member of the organisation represent the CREATE Foundation's strategic objectives and advocacy position, and build our profile across the sector, and to government;

- Manage CREATE's research projects where delegated, and take responsibility for developing and monitoring the project plans to guide each project, and work collaboratively with internal staff and the Executive Director Research and/or external Consultants to execute;
- Provide effective leadership to the influencing stream to ensure that organisational strategic goals are met, and Action Plans implemented;
- Develop the national advocacy agenda and ensure that effective communication strategies are in place to communicate CREATE's advocacy position internally, and externally to stakeholders, including media, and media liaison.
- Take responsibility for the organisations consultation initiatives, including question development and methodology, in consultation with relevant staff, and employ a range of different research methodologies that meet ethical standards;
- Initiate, develop, implement and manage Fee for Service contracts (for research and consultations);
- Ensure that consultations and/or projects are conducted according to ethical principles and aligned with the organisations strategic direction, within a set time frame to meet contractual and policy requirements;
- Provide high level critique and feedback on policy documents, inquiries, and Royal Commissions;
- Work in close partnership with external research contractors, other research institutions, and policy colleagues during the course of research consultation projects or policy development;
- Produce both written and oral briefs for the CEO, Leadership Committee, and policy colleagues based on reviews of research evidence;
- Respond in a timely manner to external and internal research enquiries from colleagues, government departments, and academics;
- Keep abreast of media coverage on child protection and the out-of-home care sector and develop CREATE's response/media releases to assist the CEO and/or Media Consultant, and states as required;
- Develop and/or deliver presentations at state, national and international conferences;
- Take responsibility for data entry area for the Reporting Tool, and critiquing the data for Leadership Committee and Board Reports;
- Create a positive and effective team environment for the Influencing Stream and the P&A team generally, ensuring that the organisations goals are expressed clearly and strategies to achieve goals are articulated succinctly and communicated effectively;
- Provide effective individual supervision to the policy and advocacy team members, and conduct regular team meetings;
- Perform additional tasks as requested.

Position Specifications

Key Result Areas

1. Strategic contribution. There is evidence that the contributions of the Policy and Research Manager have had an influence on reaching the strategic goals of the organisation.
2. Strategic contribution in "non-portfolio" areas. There is evidence that the Policy and Advocacy Manager has entered into strategic debate at the senior executive table and made meaningful contributions in areas other than policy and research.
3. Personal achievement. There is evidence that the Policy and Advocacy Manager has achieved his or her Action Plan objectives.

4. Team leadership. The team is engaged, cohesive, highly functioning and achieving its results. Evidence is feedback from team members and the results achieved by the team.
5. Achievement of staff. There is evidence that the Policy and Advocacy Manager has been effective in coaching and encouraging staff to meet their action plan objectives (including reaching their KPI's and goals) and editing work to a high standard. Evidence will be feedback from staff, quality documentation, reports and policy advice, and the achievement of goals.
6. Relationship management. There is evidence that the Policy and Advocacy Manager has been effective in developing effective and committed relationships with stakeholders in the sector. The evidence will be that stakeholders have maintained their support of and contribution to the success of the CREATE Foundation. There should also be evidence that the Policy and Advocacy Manager actively contributes to the knowledge base of staff and communicates CREATE's policy and advocacy objectives and impact to staff.
7. Success of policy initiatives. There is evidence that the Government has considered, been influenced by and/or adopted policy initiatives and recommendations from the CREATE Foundation.

Direct Reporting Relationships

This role reports directly to the CEO.

Key Relationships

Internal

- a) CEO
- b) Leadership Committee
- c) Influencing Committee
- d) State Coordinators

External

- a) Out-of-home care sector peak bodies / organisations
- b) Government and non-government agencies
- c) Research institutions
- d) State and Commonwealth Governments

Organisational Citizenship and team work

- Demonstrate an active, dedicated commitment to the CREATE Mission and Vision.
- Actively seek to understand, represent and support CREATE's vision and organisational position positively to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Assist in the development of and participate in national CREATE initiatives, projects and events.

Key challenges of the role

- Promoting and advocating the rights of children and young people and facilitating their “voice” being heard whilst being predominantly funded by the government sector.
- Competing timelines and demands.
- Frequently changing environment

Selection Criteria

(please limit response to a total of 4 pages)

Note: All applicants must successfully undertake security checks (Blue Card or equivalent and/or Police checks).

CREATE Foundation’s Policy and Research Manager is required to demonstrate ability to ensure children and young people’s safety and wellbeing, and possess extensive research skills, intellectual curiosity and a passionate interest in the welfare of children and young people in care.

1. Possess a minimum of a Bachelor Degree in Psychology, Politics, Social Science/ Social Work/ Sociology or related discipline, coupled with 3 years management experience in a policy or research position. Highly developed leadership skills are essential and post-graduate qualifications are highly desirable.
2. Demonstrated experience, and high level of knowledge of the out-of-home care sector (child protection), and demonstrated experience in systems advocacy, or ability to rapidly acquire. **Experience in the /non-profit sector is essential.**
3. Ability to write concisely and compile high level reports, briefing papers and correspondence. Coupled with highly developed computer literacy skills and ability to analyse and interpret data. Experience of analysing and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences and experience of translating research into strong advocacy and policy messages and strategy.
4. High level negotiating, influencing and communication skills together with a demonstrable track record of providing advice on complex and sensitive issues.
5. Ability to lead and manage a multi-disciplinary team and demonstrated ability to effectively supervise, monitor and evaluate staff to reach organisational goals.
6. Highly effective time management skills and ability to prioritise competing demands within set timeframes. Demonstrated experience in managing projects to specifications and timeframes is essential.