



## Position Description

<b>Position Title</b>	Systems Advocate
<b>Location</b>	Queensland Advocacy Incorporated Level 2, 43 Peel Street South Brisbane QLD 4101
<b>Industrial Instrument</b>	Social, Community, Home Care & Disability Services Industry Award (SCHDS Award)
<b>Classification</b>	Level 6.1
<b>Full Time/Part Time</b>	Full time – 75 hours per fortnight
<b>Position Reports to</b>	Director or Deputy Director
<b>Date to Start</b>	Desirable 17 <sup>th</sup> August, 2020 or as soon as possible

### 1. Queensland Advocacy Incorporated Values

The appointee to this position will have a commitment to Queensland Advocacy Inc. (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

### 2. Organisational Context:

Queensland Advocacy Incorporated (QAI) is an independent, community-based systems and individual advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action
- being on the side of people with disability
- being understanding of their position and vulnerability
- being independent with minimised conflicts of interest
- focussing on fundamental needs, welfare and interests
- doing advocacy with vigour and a sense of urgency
- remaining loyal and accountable over time
- acknowledging the costly nature of advocacy.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do
- need to live well and have the same opportunities in life as other people
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities
- should not be segregated, congregated or isolated on the basis of disability.

**Ph: (07) 3844 4200 or 1300 130 582 Fax: (07) 3844 4220 Email: [qai@qai.org.au](mailto:qai@qai.org.au) Website: [www.qai.org.au](http://www.qai.org.au)**

**2nd Floor, South Central, 43 Peel Street, STH BRISBANE QLD 4101**

**QAI endorses the objectives, and promotes the principles, of the Convention on the Rights of Persons with Disabilities.**

**Patron: His Excellency The Honorable Paul de Jersey AC**

### **3. Position Statement:**

The Systems Advocate will analyse, plan and implement actions and campaigns to achieve positive systemic reform for people with disability in line with QAI's values, goals and priorities.

### **4. Key Responsibilities and Accountabilities**

Preservation of the mission and intent of QAI:

- Demonstrate commitment to QAI's values and beliefs and the principles and elements of social advocacy
- Focus on the fundamental human rights and needs of the most vulnerable people with disability
- Undertake duties in keeping with QAI's procedures, guidelines and statutory requirements
- Work as part of a broader team of workers and governance members committed to the work of QAI.

Promotion, protection and defence of people with disability through systemic advocacy work:

- Keep informed of current government and community attitudes and policies and their effects on the lives of people with disability
- Research and analyse systemic opportunities and threats
- Develop policies and lobby for social, cultural, attitudinal, environmental, political and legal change that promotes, protects and defends the rights and lives of vulnerable people with disability
- Write position papers, submissions and material in relation to identified priority issues
- Undertake responsibility for planning, co-ordination, implementation and administration of campaign work in line with QAI's priorities, budget and capacity to do the work
- Identify and liaise with key players including: the Office of the Public Advocate, Office of the Public Guardian, the NDIA, Queensland Human Rights Commission, Queensland and Commonwealth Ombudsman, the Disability Royal Commission and other entities
- Bring together or join with like-minded others to take further action on these issues on behalf of people with disability
- Lobby government and community to bring about positive, sustainable change to the lives of people with disability
- Monitor achievements and report in line with QAI's policy.

Support of advocacy initiatives with others

- Work as part of the QAI systems advocacy team, providing information, advice and support to colleagues
- Conduct and attend discussions promoting advocacy and support community groups in developing advocacy initiatives in line with priorities
- Be part of the ongoing development of advocacy in Queensland.

## **5. General**

- Carry out any additional duties within the scope of the position as directed by the Director or a person of a similar authority within the organisation
- Participate in staff meetings, planning workshops and other meetings in connection with the operation of QAI as directed by the Director
- General office teamwork and assistance
- Undertake own word processing and administrative tasks
- Undertake training provided through or by QAI as required to perform the above duties
- Provide Quarterly activity reports and contribute to Annual Reports
- Participate as required in other reporting and evaluation.

## **6. Requirements of the Position:**

Values, skills, knowledge:

- Strong commitment to human rights, social justice and diversity
- Good knowledge of the welfare and/or disability sector/s with understanding of what makes people vulnerable
- Highly developed conceptual and written skills with the ability to analyse the big picture and relate this to individuals' lives
- Ability to plan, implement and evaluate strategic pieces of work.

Relationships

- Ability to work independently or collaboratively as part of a team to achieve positive outcomes
- Highly developed interpersonal skills, specifically the ability to converse with people at grass roots, as well as those in positions of authority to affect change in the lives of people with disability
- Ability to work non-confrontationally, yet reason and argue assertively on important issues on behalf of people with disability.

Extent of authority

- Ability to work under general direction and within organisational policy
- Ability to exercise initiative and judgment within the sphere of work to plan, coordinate, implement and evaluate work in a strategic way.

## **7. Key Indicators for appraisal:**

- Clarity of the rightful place of people with disability as citizens with all that citizenship involves
- Consistent use of positive imagery of and with people with disability
- Conceptual analysis in well-argued papers, reports and articles
- Clear planning and implementation strategies, keeping to time lines and any budget for campaign work
- Strategic thinking, argument and skill in lobbying
- Integrity demonstrated by:
  - good connections with people with disability, families, allies and advocates
  - respect from others, even if they do not agree with your position
- Supportive team relationships.