

Amaze

Ground Floor, 678 Victoria Street, Richmond VIC 3121

PO Box 374, Carlton South VIC 3053

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Amaze Position Description

Position Title: Senior Policy Analyst	Division: Policy & Advocacy
Reporting To: EM Policy & Advocacy	Effective Date: September 2020
Direct Reports: Nil	EFT: 0.9 fixed term contract

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity of every person on the autism spectrum and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build awareness and understanding of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.

Outcomes to be achieved by 2040: 1) Community awareness and understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards people on the autism spectrum by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for people on the autism spectrum.

Strategic Activities:

Build awareness and increase understanding of autism through media activity to promote facts and dispel myths, World Autism Awareness Day, provision of information and resources.

Advocate for positive change through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Position Summary and Overall Scope

The Senior Policy Analyst has a pivotal role in driving Amaze's policy and advocacy efforts.

Main responsibilities include:

- deliver high quality **policy analysis and advice** to effect systemic change within the six priority themes of access to diagnosis, education, employment, the NDIS, mental health and women and girls.
- build **strong relationships** externally and internally that will link the experiences and aspirations of autistic people and their families/carers with public policy shapers and makers.
- contribute to the development of **multi-level advocacy strategies and activities** from advice to high level government Ministers, Opposition, Senior Government officials to media to grass roots community campaigning.

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Key Responsibilities in greater detail

Strategic Policy Advice & Research:

- Undertake analysis of Commonwealth, Victorian, international policy, legislative and regulatory frameworks in relation to disability and autism.
- Develop Amaze's complex, evidence based policy submissions, policy position statements, guidelines and high quality advice to governments.
- Undertake Commonwealth and Victorian annual budget analysis in relation to disability and autism.
- Support the commissioning of primary research and contribute to Amaze's influence of and participation in research collaborations.
- Facilitate systems and processes to capture engagement through Amaze's programs to inform and support policy and advocacy work.
- Provide high quality evidence based advice to support the CEO & EM Policy & Advocacy to participate in high level meetings.
- Represent Amaze on committees, hearings, forums, working groups, meetings as required.

Stakeholder Relations:

- In line with Amaze operating principles that autistic people and their families/carers are at the centre of our work, undertake engagement and effective consultation to ensure their voices are heard and genuinely represented in policy advice.
- As part of Amaze's peak body position, engage with wider autism sector to capture range of views and experiences of different autism communities.
- Support productive working relationships with relevant Commonwealth and State government public officials and ministerial staff in disability, education, employment, health and mental health portfolios.

Advocacy:

- Strengthen relationships and form coalitions with autism, disability and other organisations with similar priorities to inform policy positions and advocate on shared priorities
- Strengthen capacity of autism community in advocating for systemic change through grass roots campaigning and media appearances for autistic people and/or their families.
- Contribute to advocacy events such as community consultations, forums, and summits including sourcing and securing funding.
- Contribute to the development of public position statements and media communications

Relationships – Internal and External

Direct Reports:	Nil
Other Internal:	Communications Team, Autism Advisors, Community Capacity Building Team, Community (Peer) Support Team
External:	Australian & Victorian Autism Community Government officials and ministerial staff National Disability Insurance Agency Autism organisations and the Australian Autism Alliance Peak bodies (e.g.: National Disability Service (NDS) Victoria, VCOSS, etc.)

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Key Selection Criteria

Qualifications:

- Tertiary qualification in an appropriate field

Experience:

- Extensive (minimum 5 years) experience in providing high quality public policy advice within or to governments. Familiarity with a number of policy domains that intersect with autism (e.g. NDIS, health, mental health, education and/or employment).
- Track record of effective advocacy that influences public decision makers underpinned by strong understanding of public decision-making and legislative processes

Competencies:

- Well-developed research and analytical skills and success in developing practical and actionable policy proposals
- Autistic-Community Focused: Either knowledge of, or commitment to, advocating on behalf of autistic people and their families and carers
- Collaborative: proactively collaborates with stakeholders internally (peers, staff) and externally (government officials, sector representatives and constituent communities)
- Accountable: meets deadlines and works to a high standard, actively assessing risks and removing roadblocks
- Courageous: tackles tough assignments, showing resilience in a dynamic environment
- Effective communicator: strong written, oral and presentation skills and ability to translate complex information in a clear and accessible way
- Action-oriented: is proactive, works nimbly, and is adaptive and versatile in a dynamic environment