|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | | Senior Policy Advisor | | Office Location: | Canberra |
| Team: | | Policy & Research | | Position Type: | Full-time |
| Award: | | Social, Community, Home Care & Disability Services Industry Award 2010 | | Award Level: | Level 3 |
| Reports to: | | Policy & Research Director | | | |
|  | | | | | |
| Primary Job Purpose | | | | | |
| The purpose of this role is to support the Foundation’s work through the advancement of evidence-based policy solutions. The role will work with a high degree of autonomy to undertake complex policy analysis, develop high quality written materials and engage with a range of senior government, ministerial and peak body stakeholders. The candidate will bring a high degree of existing policy expertise in a relevant policy area.  The Senior Policy Advisor will be responsible for working within the Policy & Research Team to undertake analysis of ongoing and emerging topic areas, identify areas for investigation, analyse issues and evidence base, develop constructive policy solutions, draft policy documents, and make recommendations to governments and other stakeholders. | | | | | |
| Responsibilities | | | | | |
| * Provide expert advice and support to guide the delivery of consistent and effective high-quality policy outcomes. * Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members. * Actively maintain a detailed knowledge of subject area to identify and respond to emerging issues within policy framework. * Draft high quality written materials including policy positions, reports, and submissions to government. * Develop and maintain strong stakeholder networks. * Represent the organisation to a range of government, political and peak body stakeholders. * Perform other duties as directed by the CEO and/or Director of Policy and Research. * Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct. * Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. | | | | | |
| People Management | | | The position has no direct line management responsibilities | | |
| Budget Management | | | The position has no budgetary responsibilities | | |
| Capabilities | | | | | |
| Qualifications/ Experience | | | * A minimum of 3 years’ experience in community or health policy coupled with relevant tertiary qualifications, or equivalent experience. | | |
| Knowledge/ Skills | | | * Expertise in social or health policy, including knowledge of relevant legislation, and government policies in subject area. * Deep understanding of government policy processes. * Demonstrated high level communication skills, adaptable to the broader stakeholder group. * Strong planning and negotiation skills, and ability to exercise sound judgment. * Demonstrated ability to work with others across teams and at all levels. * Demonstrated ability to work productively to achieve results, with minimal supervision. | | |
| Personal Attributes | | | * Ability to manage conflicting priorities within a dynamic environment * Values-based and outcomes focused. * Demonstrated ‘can-do’ attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility. * Demonstrated commitment to continuing professional and personal development. | | |
| Reviewed By: | Trish Hepworth | | | Date: | 14/06/2020 |
| Approved By: | Caterina Giorgi | | | Date: | 14/06/2020 |
| Last Updated By: | Trish Hepworth | | | Date/Time: | 14/06/2020 23:11 |