

## Position Description – Advocacy Officer

### ***About the Australian Music Therapy Association – AMTA***

Founded in 1975, the Australian Music Therapy Association (AMTA) ([www.austmta.org.au](http://www.austmta.org.au)) is the peak body for the music therapy profession in Australia supporting approx. 600 Registered Music Therapists (RMTs) in providing evidence-based and safe music therapy services to Australians. Governed by a Constitution and Code of Ethics (including Standards of Practice and By-Laws for Grievance Procedures), AMTA ensures all its RMTs adhere to the highest professional standards and maintain expert competency through mandatory participation in its professional development program.

AMTA's mission is to enable, advance and advocate for excellence in music therapy on behalf of its members and the community.

Music therapy is a research-based practice and profession in which music is used to actively support people as they strive to improve their health, functioning and wellbeing. Music therapy is the intentional use of music by a university trained professional who is registered with the AMTA. RMTs draw on an extensive body of research and are bound by a Code of Ethics that informs their practice. They are employed in a variety of sectors including health, community, aged care, disability, early childhood, and private practice.

### ***About the team***

AMTA has a small, collaborative and highly motivated team dedicated to advancing the music therapy profession and providing professional and effective member services, regulation and advocacy. AMTA has a highly engaged membership supported by a Board, Executive Officer, Secretariat, Policy Officer, sector Advisors, Communications Team, National Committees and State Branches.

### ***Job Summary***

AMTA's Advocacy Officer will be abreast of Australian health policies, regulatory and legislative frameworks relevant to the music therapy profession and will alert the Board/EO to policy barriers and opportunities for the safe and effective provision of music therapy services by Registered Music Therapists (RMTs). Working closely with the Executive Officer, the Board and AMTA's Industry Engagement Committee (IEC), the Advocacy Officer will develop and coordinate an advocacy plan that responds to these barriers and opportunities, raises awareness of music therapy, and supports AMTA's strategic approach to improve its position as a leader in the application of music therapy and music for health and wellbeing.

### ***Responsibilities & Duties***

In close consultation with the Executive Officer, Board, Industry Engagement Committee and other relevant National Committees, the Advocacy Officer will:

- Support the development, coordination and implementation of AMTA's advocacy plan.
- Maintain current knowledge on key issues impacting RMTs across the various health service sectors.
- Maintain awareness of existing and proposed health policies (including public and private), consultation forums, and regulatory and legislative frameworks impacting the inclusion of safe and effective provision of music therapy by RMTs.
- Engage with external and internal stakeholders to assist the Board/EO in developing AMTA's advocacy agenda that will raise awareness of music therapy and respond to policy barriers and opportunities.

- Supported by an effective suite of advocacy tools, develop, implement and evaluate evidence-based advocacy campaigns with clearly defined “asks”.
- Work closely with the Board/EO and AMTA Office Bearers to assist with the preparation of submissions at a state and national level (e.g. public/private consultations, position papers, grants, parliamentary inquiries, royal commissions, etc.).
- Work closely with the Communications Team to develop advocacy “tool kits” that will support AMTA’s Board/EO, Office Bearers and members in their own advocacy efforts.
- Work closely with the Secretariat and Communications Team to ensure AMTA’s external stakeholder/non-member database is updated regularly.
- When required, attend relevant external stakeholder meetings, community forums etc approved by the Board/EO.
- When required, attend Board and National Committee and Working Group Meetings.
- From time to time, effectively plan, develop and manage approved special projects (e.g. policy, member resources and engagement etc).
- Meet regularly with the Executive Officer and Industry Engagement Committee (IEC) to discuss and review AMTA’s advocacy agenda.
- Prepare monthly Board reports outlining progress of AMTA’s advocacy agenda.
- Work with the EO to prepare regular updates on advocacy activities for member publication, presentations and/or AMTA’s website etc.

### ***Skills & Qualifications***

- Relevant tertiary qualification
- Police check
- Sound knowledge of the Australian health, disability and aged care sectors, policies, regulatory and legislative frameworks relevant to allied health (including music therapy)
- Sound knowledge of music therapy (or demonstrated ability to acquire knowledge of music therapy) and current key issues impacting the profession
- Ability to synthesize complex information and articulate key issues of importance in meetings, reports and submissions, etc.
- Ability to collaborate with a broad range of stakeholders including health professionals, peak bodies and government agency staff, etc., as well as AMTA Office Bearers and members
- Excellent written, verbal and interpersonal skills, with demonstrated experience in the development of submissions, advocacy strategies, and stakeholder engagement
- Demonstrated capacity to be flexible or adapt to quickly evolving Association priorities
- Understanding of communication platforms and tools used to engage community and influence health policy change
- Demonstrated ability to use initiative, with capacity to work proactively and independently as part of a team
- Excellent planning, organisational and time management skills, and ability to establish priorities and meet deadlines
- Minimum of 5 years industry experience
- Experience using Microsoft Office and relevant online advocacy and social media platforms
- Ability to travel and work outside of hours from time to time

### ***Relationships***

- Reports to Executive Officer, AMTA
- Collaborates with AMTA Office Bearers, Secretariat Staff, AMTA Members, other internal and/or external stakeholders as appropriate.

### ***Related Documents***

- [AMTA's Organisational Chart](#)
- AMTA's Manual of Administration, Policies & Procedures

### ***Position Details***

As this is a new position, for the initial 6 months, it will be offered as a Casual or Independent Contract (\$45 - \$50 p/hr) for 1 day per week with the intention to expand in to a permanent part time position (\$80,000 - \$85,000 pro rata + 9.5% superannuation and 4 weeks annual leave), 1 to 1.5 days per week (min) for an additional 2 years. Standard office hours are 9am – 5pm. The role can be based remotely from any location in Australia. AMTA offers a true work/life balance and there is flexibility to negotiate work days and start/finish times.