

ROLE PROFILE

Role Title: Policy and Advocacy Advisor
Reports to: Manager Policy & Advocacy
Hours: Permanent full-time

Role Summary	<ul style="list-style-type: none"> • Generate employment opportunities for exercise and sports science professionals through the development and delivery of policies, key projects, funding programs and innovation • Drive industry and policy change by identifying key stakeholders and engaging them in ESSA advocacy • Support members working in the industry to understand and work within changes to the health systems • Investigate, analyse and review complex and sensitive information to make appropriate determinations, ensuring compliance with policy and guidelines • Collaborate and liaise with a wide range of internal and external stakeholders to gather information, resolve customer issues and to make referrals
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Key Accountabilities	Performance Measures
<p>Lobbying and advocacy</p> <ul style="list-style-type: none"> • Monitor health activities, trends and projects at state and national level that may be of strategic importance to advocate for the organisation, membership or professionals • Identify policy leavers and collaborate in the policy implementation process • Develop, implement or oversee initiatives and projects to support the membership and further develop the industry • Identify and recommend lobbying and advocacy platforms based on the current health and political environment • Develop submissions and undertake lobbying activities for the exercise physiology and sports science professions • Write high quality positioning papers and submissions 	<ul style="list-style-type: none"> • Deliver to ESSA’s Strategic Plan for 2021-23 • Deliver to specific Policy & Advocacy KPIs in the Policy & Advocacy Team Operational Plan 2021 • Formal reviews of program are conducted and communicated • Annual, medium and long-term KPIs met • Continually improve service delivery systems, processes and offerings
<p>Stakeholder engagement</p> <ul style="list-style-type: none"> • Identify and engage stakeholders • Provide effective, professional and timely management of stakeholder enquiries 	<ul style="list-style-type: none"> • Ongoing community engagement evident in schedule and community engagement activities • Attendance at meetings and forums

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<ul style="list-style-type: none"> Attend or lead forums/ consultations/teleconferences as needed Oversee the effective operation of relevant advisory groups / special interest groups Act as a representative, develop relationships and undertake activities across a range of stakeholders, including government, non-government, private sector partners and research bodies to promote the role of our professionals 	<ul style="list-style-type: none"> Timely disclosure of program information and progress reports Evidence of consultation and engagement with key groups
<p>Member resources</p> <ul style="list-style-type: none"> Provide strategic advice to the Professional Development staff on the need for particular professional development for members Develop and implement improvements and best practice in processes and procedures that form member resources Undertake specific projects as directed by the CEO or Manager Policy & Advocacy 	<ul style="list-style-type: none"> Quality and Quantity of relevant member support resources Feedback Effective, professional and timely management of stakeholder enquiries Projects completed on time and within budget Anticipated project outcomes achieved

Minimum Education and Technical Experience	
Essential	Desirable
<ul style="list-style-type: none"> Able to demonstrate ESSA'S organisational values Tertiary qualification in related discipline Excellent wide-ranging interpersonal skills, including the ability to build relationships with staff, community and industry representatives 	<ul style="list-style-type: none"> Previous experience with NFP Ability to manage a project to meet outcomes, timeframes and budget Exemplary written and verbal communication skills

<p>Key Stakeholders</p>	<ul style="list-style-type: none"> Manager Policy & Advocacy Business Leaders & other ESSA Staff ESSA members External stakeholders including service providers, contractors, grant bodies, government, NGOs and regulatory bodies
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Role Competencies		
Continuous improvement		Communication and listening
Project management		Service focus
Embracing technology		Resilience
Trusted advisor		Self Awareness
Coaching & mentoring		Team work
Leading change		Flexibility
Strategic thinking		Taking initiative
Advocacy & representation		Stakeholder engagement
Resource development		

Our Values				
Quality	Responsibility	Leadership	Passion	Customer Service
<ul style="list-style-type: none"> • Work hard to achieve my objectives. • Undertake my job to the best of my ability. • Look to achieve greatness. • Evaluate work to ensure continual improvement. 	<ul style="list-style-type: none"> • Hold myself accountable to our professionals. • Communicate with respect, and be approachable, professional and polite. • Seek and take opportunities to develop and learn in my role. 	<ul style="list-style-type: none"> • Be transparent about my decisions. • Build trust and respect. • Act as an ambassador for our organisation. 	<ul style="list-style-type: none"> • Uphold the mission, vision and values of the organisation. • Choose to have a positive outlook. 	<ul style="list-style-type: none"> • Respond quickly to customer needs. • Actively seek and act upon feedback. • Be honest. • Listen effectively. • Service all our professions.

I understand and agree to undertaking the job description detailed within.

Name: _____ **Signature:** _____ **Date:** _____