

# Position description

<b>Title</b>	Senior Policy and Advocacy Adviser
<b>Reports to</b>	Head of Social Policy
<b>Direct Reports</b>	Nil
<b>Classification &amp; Salary</b>	7.1 GSANZ Collective Agreement (2016)
<b>Employment Status</b>	Ongoing Full Time (Part-time negotiable)
<b>Primary Location</b>	Melbourne CBD
<b>Date</b>	February 2021

## Good Shepherd Australia New Zealand (GSANZ)

Our three-year strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, parenting programs and playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

The Social Policy team is part of the wider Service and Strategy Impact Division—and undertakes work externally under the banner of the Women’s Research, Advocacy and Policy (WRAP) Centre. The Social Policy team works in collaboration with both the research team within the Service and Strategy Impact Division and the Partnerships, Advocacy and Network Development Division. The Social Policy team works to address the underlying structural causes of injustice and inequality. This is achieved through a range of research, policy development and advocacy activities. Policy advocacy at Good Shepherd is independent and nonpartisan.

## Role Purpose

The Senior Policy and Advocacy Adviser drives policy development and advocacy activity, including the provision of high level policy advice, stakeholder engagement and advocacy across the organisation’s priority areas. This position acts as a key contact for collaborations with government, non-government organisations, peak bodies and other stakeholders and contributes to the strategic direction of the social policy agenda for the organisation; which includes a focus on addressing economic abuse and financial insecurity, safety and gender based violence, gender equality including applying a gender lens over social policy, homelessness and housing for older women and mental health.

## **Key Responsibilities**

- Identify and analyse emerging policy issues in priority areas with a focus on achievable outcomes.
- Lead development and implementation of advocacy strategies, including developing tactics and identifying effective, measurable outcomes.
- Develop policy submissions, statements, briefing notes, reports, blogs, letters and speaking notes.
- Maintain and develop collaborative internal and external stakeholder relationships to effect change.
- Track all policy and stakeholder activity.
- Develop communication material for a variety of channels, including website and social media, to translate knowledge and extend influence, including administrating WRAP Centre Twitter accounts and collaborating with GSA NZ communications staff on advocacy campaigns.
- Contribute to the strategic direction of the team, including the development of Good Shepherd's unique voice in policy matters, and advice and capacity building across the organisation as required.
- Represent the Social Policy team at both internal and external meetings and speaking engagements.
- Mentor and guide policy and other staff in areas of expertise, and deputise for Head of Social Policy when required
- Ensure work is informed by the voices of those impacted by public policy, including client and practitioner experience.

## **Responsibilities of Good Shepherd Employees**

### **Strategy**

- Ensure projects and activities are delivered in line with Good Shepherd's strategic plan and the Social Policy team plan
- Contribute to development of the Social Policy team plan including identifying improvement and innovation in line with the Good Shepherd strategic plan
- Demonstrate initiative in the development of own work plan in line with Good Shepherd's strategic plan and the Social Policy team plan
- Demonstrate understanding of social justice and community capability building concepts

## **People**

- Demonstrate commitment to own learning and development
- Demonstrate initiative, capacity to work autonomously and within remote working environments
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd 's capability framework
- Participate actively in regular formal supervision with your line manager
- Share knowledge and practice insights with colleagues
- Value diversity and inclusion
- Take responsibility for own wellbeing

## **Clients**

- Identify opportunities for policy influence, service development and organisational improvement
- Seek feedback from client/stakeholders/peers in order to reflect and improve on own practice
- Maintain a client-centred approach to service delivery at all times
- Prioritise voices and experiences of those impacted by public policy, including clients and practitioners

## **Service Delivery and Operations**

- Ensure all projects and activities are delivered in line with organisational plans and procedures
- Maintain accurate data, information and reporting at all times
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

## **Stakeholders**

- Maintain and develop productive relationships with external partners, allies and service providers
- Identify new opportunities to increase influence and impact
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

## **Compliance**

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards

- Maintain OH&S standards at all times
- Ensure documentation is in accordance with Good Shepherd standards

### **Qualifications, Experience and Mandatory Requirements**

- Formal qualifications in social policy, social science, law, economics or other relevant discipline
- A satisfactory Police Check
- A current Working with Children's Check (WWCC)

### **Key Selection Criteria**

#### **Essential**

1. Extensive experience working in policy and advocacy within the community sector, a peak body, government department or statutory authority, with a track record of providing authoritative policy advice and advocacy strategy
2. Knowledge of the social and political climate in the one or more Good Shepherd priority areas
3. Knowledge of public policy cycles, including public policy institutions and instruments
4. Demonstrated thought leadership, with high level strategic thinking, conceptual agility and analytical skills, including the proven ability to map current trends and issues and lead new initiatives
5. High level writing and editing skills that can be applied to a range of documentation, with attention to detail and a low error rate
6. Highly developed interpersonal and diplomacy skills, including relationship management skills and the proven ability to communicate with diverse stakeholders with competing agendas, handle sensitive issues, and work both independently and as part of a team
7. High level communication and knowledge translation skills with the proven ability to develop content across a variety of channels for different audiences, as well as facilitation and presentation skills
8. Qualitative data analysis and synthesis experience
9. Excellent organisational skills with flexibility to reprioritize to manage competing demands and meet deadlines, and resilience in the face of change
10. Demonstrated alignment with the Good Shepherd values and network mission

#### **Desirable**

11. Postgraduate qualification in a relevant discipline
12. Experience in project leader roles

13. Subject matter expertise in financial capability, economic abuse, violence against women.

**Values & Behaviours** - We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

- Value of each person
- Reconciliation
- Justice
- Zeal
- Audacity

#### **Additional information**

Employment is subject to:

- A current Police Record Check
- A current Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

**Work Health and Safety (WH&S):** All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

**Pre-existing injury:** The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

**Equal opportunity:** Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

**Child Safe Employer:** Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

**Cultural competency:** Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

**Salary packaging** is available to all employees.