**Title:** Policy and Advocacy Manager

**Reports to:** GM, Research, Policy, and Patient Programs

**Positions reporting into this one:** none

**Key working relationships:**

Research and Evaluation Team, Marketing and Communications Team, GM Services and National Clinical Advisors group, Head of Patient Programs, Youth Cancer Service Data Manager, Canteen Advisory Groups (consumer and professional), Manager Community Engagement and Youth Leadership, relevant State, Territory, and Federal Government departments; and other key external stakeholders such as hospitals, health professionals, youth health services, pharmaceutical companies, not for profit organisations and cancer organisations, eg; COSA, Cancer Australia

**Position Description:**

This role will drive the development and implementation of Canteen’s policy and advocacy agenda in relation to achieving optimal health and wellbeing outcomes for young people impacted by cancer and their families. You will ensure Canteen is the leading voice advocating in national and international arenas which will see governments and other stakeholders prioritising the needs of these young people and their families. This role will develop key relationships with relevant partners and stakeholders including hospitals, health professionals, youth health services, pharmaceutical companies, government, not for profit organisations and cancer organisations, eg; COSA, Cancer Australia.

Over the next 5 years this area of the organisation will provide opportunities for young people to engage and speak into Canteen’s work, deliver data-driven advocacy and drive change in the way young people impacted by cancer are cared for in this country. This role gives you the opportunity to work with purpose and contribute to the development of policy that will improve the lives of young people impacted by cancer.

**Duties and Responsibilities:**

* Overseeing the development and implementation of Canteen’s policy and advocacy strategy, including a consumer engagement strategy, in relation to achieving optimal health and wellbeing outcomes for young people impacted by cancer and their families. This includes having in-depth knowledge of relevant literature and policies, consulting across the sector to ensure effective engagement on policy development, facilitating the determination of the best person/people organisationally to advocate Canteen’s various policy positions to key stakeholders, and participating in initiatives to influence State, Territory and Federal Government and sector policy.
* Ensuring the needs of young people impacted by cancer, drive our work
* Monitoring policy changes and identifying trends and opportunities
* Preparing policy statements, reports and other publications to advocate Canteen’s policy direction to key stakeholders
* Working with other organisations as appropriate in advocacy initiatives and developing joint policy positions
* Reviewing governmental, departmental, and other policy documents and provide responses as appropriate
* Producing high quality and persuasive written material such as briefing documents, academic papers, policy statements, submissions, with the ability to write in an easily understood, succinct style and format for a range of audiences
* Acting as a Canteen spokesperson and liaising with the Marketing and Communications team to promote our advocacy and policy positions in the media and through content development
* Engaging and inspiring our Advisory Groups (consumer and professional) to support and contribute to our policy and advocacy work
* Providing accurate and timely advice to the General Manager, Research, Policy, and Patient Programs on issues affecting young people impacted by cancer
* Representing Canteen at relevant forums, committees, conferences
* Undertaking literature and policy reviews to inform advocacy work
* Effectively influencing the public discourse in relation to the wellbeing and support of young people impacted by cancer

**Knowledge/Skills Criteria:**

* Extensive experience and knowledge in policy and advocacy development and delivery, preferably in the cancer and/or health space
* Tertiary qualification in fields related to policy development and/or health
* A collaborative and open communication style with strong interpersonal and influencing capabilities and able to promote highly effective and functional internal and external partnerships
* Demonstrate a balance of strategic and operational strengths
* Experience working with other organisations in advocacy initiatives and developing joint policy positions
* Ability to develop and maintain relationships with a range of stakeholders, including consumers, clinicians, government representatives, researchers, pharmaceutical company representatives
* Demonstrate an evidence-based approach to policy and advocacy and ability to transform evidence into policy, advocacy and practice
* Demonstrated knowledge of the Australian political system, Australian health and social policy, and factors influencing policy direction and reform
* Demonstrated experience in monitoring policy changes and identifying trends and opportunities to influence policy
* Demonstrated ability to advise on policy interpretation and insights into policy direction
* Demonstrated ability to produce high quality and persuasive written material such as briefing documents, academic papers, submissions, policy statements, and the ability to write in an easily understood, succinct style and format for a range of audiences
* Excellent verbal communication skills, preferably including demonstrated experience in acting as a media spokesperson
* Demonstrated experience bringing together multiple partners in support of common goals.

**General Information**

* All employees are required to adhere to Canteen’s Human Resources Policies during the course of their employment.
* Pre-employment checks
* As Canteen’s work involves employees being in direct contact with children and young people, employees are required to complete police and working with children checks, relevant to the State in which they will be employed.
* Canteen will conduct at least two reference checks on successful applicants and will also require proof of any professional qualifications stated on an application.