**policy AND ADVOCACY manager**

Corporate Office, Haymarket NSW

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| **Contract type** | 2 years Full time fixed term |
| **Salary range** | $92,312 to $108,702 |
| **Location** | Haymarket, NSW |
| **Submit applications to** | Jennifer Wallace  Administration/HR Support Officer  E: [**jennifer.wallace@alsnswact.org.au**](mailto:jennifer.wallace@alsnswact.org.au)  T:02 9213 4100 |
| **Applications close** | Open |
| **Recruitment notes** | ***This is an Aboriginal/Torres Strait Islander Identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.***  The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.  The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check. |
| **Employee benefits** | ***Salary Sacrificing***  At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee’s salary (Salary Packaging).  Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently $15,900 per FBT year), to be deducted from their before tax salary.  Salary Sacrificing is dependant on the Employee’s personal circumstances, the ALS cannot provide financial advice. |
| **Application sections and checklist** | Before submitting your application please make sure you have completed all the requirements of the application.   1. Completed ALS Application Form 2. Cover Letter 3. Up to date Resume / Curriculum Vitae (CV) 4. A statement detailing how you meet the selection criteria 5. A copy of your current driver’s license 6. A copy of your Working With Children’s Check   Incomplete applications will not be accepted. |
| **Position Description** | The Position Description can be found at the end of this document. |

**ALS Employment Application Form**

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

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| **First name** |  |
| **Last name** |  |
| **Preferred name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Residential address** |  |
| **Have you attached a copy of your current drivers’ licence?** | ***Yes***  ***No*** |
| *Due to the nature of our work many of our positions require Employee’s to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.* | |
| **Do you consent to undertaking a Police Check?**  *Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.* | ***Yes***  ***No*** |
| **Do you consent to undertaking a Working with Children Check?** | ***Yes***  ***No*** |
| *All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.*  *If you do not have an employment references, please provide the details of 2 people who are able to act as a Referee. These people should not be relatives.* | |
| **I give consent to the ALS contacting the Referees listed below in relation to my application** | ***Yes***  ***No*** |
| *If you have answered “No”, please provide a reason* |  |
| **Referee One** | |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Working relationship** |  |
| **Referee Two** | |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Working relationship** |  |

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| **How did you hear about this position?**  *For example:*  *ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc* |  |

** POSITION DESCRIPTION**

**Policy and Advocacy Manager**

*This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.*

**PRIMARY OBJECTIVE**

The Policy and Advocacy Manager leads and manages a wide range of policy, advocacy, campaign and research matters and provides high quality advice and services to the ALS Executive.

**REPORTING RELATIONSHIPS**

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

The positionreports to the Managing Solicitor Justice Projects. This position plays an important role within the ALS shared services function and will be required to work closely and collaboratively with all ALS business units.

**ORGANISATIONAL ENVIRONMENT**

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a public company limited by guarantee and a registered charity.

**KEY COMMUNICATIONS**

This position requires a hands-on, practical and flexible approach to problem solving, and excellent communication, negotiation, facilitation and organisational skills and the ability to act autonomously and within a team environment.

***Internal*:** Theposition holder will liaise closely with the Executive, Senior Management, the Legal Practice, other shared services functions and ALS staff members on a regular basis.

***External*:**  Externally the position holder will be required to establish and maintain relationships with a diverse range of stakeholders.

**Key Responsibilities and Accountabilities**

Perform responsibilities to a high standard within agreed timelines and in line with ALS vision, mission and values.

Key responsibilities include, but are not limited to:

* Lead and manage policy and research development in accordance with the strategic directions of the ALS;
* Develop and implement strategies for policy, research, campaigns and advocacy to achieve change on priorities and solutions to end injustices, including racism, over-incarceration, child removal, culturally safe legal help, and other systemic issues in the justice system;
* Develop timely advice, detailed briefings, resource materials, reports, correspondence, and submissions on a range of policy and law reform issues;
* Manage required consultation processes for the purposes of developing policy positions, communications and law reform;
* Cultivate relationships and/or partnerships with key stakeholders (other Aboriginal organisations, government agencies, the broader justice and legal services sectors and media organisations) to advance ALS strategic objectives;
* In consultation with ALS Executive, lead and oversee content for external communications including corporate and community publications such as the annual report or community legal education material;
* In collaboration with media and communications staff, contribute to:
  + media and public relations strategies to support the ALS’s initiatives, programs and campaigns as required;
  + the development and implementation of stakeholder communication plans.
* Provide and facilitate representation for ALS on key forums and committees and take a lead role in representing the ALS position, including being a spokesperson as required;
* Lead and broker communication and strong working relationships with ALS teams and business units regarding key policy and advocacy issues affecting the ALS and Aboriginal people;
* Develop and maintain strong working relationships with Aboriginal organisations at the state/territory and national level, key government stakeholders, the broader justice and legal services sector and media organisations;
* Maintain a high level of knowledge and understanding of human rights and justice issues impacting upon Aboriginal and Torres Strait Islander peoples;
* Other duties as required and/or requested by the ALS Executive from time to time.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

Essential Criteria

* Identification as an Aboriginal or Torres Strait Islander person and be accepted as an Aboriginal or Torres Strait Islander person in the community in which you live
  + *This is an Aboriginal/Torres Strait Islander Identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.*
* Knowledge and understanding of the strengths of Aboriginal and Torres Strait Islander people and communities across NSW and the ACT;
* In depth knowledge and understanding of the injustices and issues affecting Aboriginal communities and individuals across NSW and the ACT;
* Ability to engage with Aboriginal people and communities and have an understanding and sensitivity to Aboriginal culture;
* Proven leadership, interpersonal, negotiation and people management skills;
* Significant experience in policy analysis and policy development;
* Advanced research, analytical and information management skills including the ability to use these to formulate, interpret, analyse, implement and evaluate policy initiatives;
* Experience in advocacy and the development and implementation of campaign strategy;
* Advanced oral and written communications skills including:
  + preparation of correspondence, briefings, papers, and submissions
  + preparation of speech notes/public speaking
* Relevant tertiary qualifications and/or demonstrated experience working in a legal practice environment managing advocacy, policy development and addressing new policy initiatives/reforms;
* Demonstrated political awareness and astuteness combined with experience in government relations;
* Understanding and commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.

Desirable

* Previous experience working in an Aboriginal and/or Torres Islander community or not for profit organisation;
* Experience in media and/or public relations;
* Knowledge and experience of public messaging and communicating for change.