

## Position Description:

### Policy and Grant Writer



Incumbent	Reports To	Date
Vacant	National Policy Manager, Aged Care & Diverse Needs	July 2021

#### About Palliative Care Australia (PCA)

Palliative Care Australia (PCA) is the national peak body for palliative care. PCA represents all those who work towards high quality palliative care for all Australians. Working closely with consumers, our Member Organisations and the palliative care workforce, we aim to improve access to, and promote the need for, palliative care. We believe quality palliative care occurs when strong networks exist between specialist palliative care providers, primary generalist, primary specialist and support care providers and the community.

**Vision:** Quality palliative care for all who need it. **Mission:** To influence, foster and promote the delivery of quality palliative care for all who need it, when and where they need it.

Our organisation has a national focus, with our office located in Canberra, on Ngunnawal country, however our Member Organisations are located in the capital cities of each state and territory. In addition, we have three Affiliate Associations, two of which have members in Australia and New Zealand; PCA is also a member of the International Association for Hospice & Palliative Care and the Worldwide Hospice Palliative Care Alliance.

PCA is committed to an ongoing reconciliation action strategy, beginning with a Reflect RAP, which will see the organisation build and develop its reconciliation action commitments over the next six (6) years, and into the future.

#### Position Purpose

Palliative Care Australia (PCA) is a health promotion charity (DGR1) with a mission to influence, foster and promote the delivery of quality palliative care for all who need it, when and where they need it. PCA is looking forward to welcoming an experienced Policy and Grant writer into this newly created role to source philanthropic funds and other funding sources to support palliative care in Australia.

PCA's Policy and Grant Writer will assist building PCA's capacity and the capacity of its Member Organisations around Australia to improve availability and access to palliative care for people living with life-limiting illness when they need it and where they need it. PCA would like to extend its reach in policy, advocacy, research and support at the national level and across the jurisdictions through our Member Organisations. To achieve this PCA needs to build the funding base of our organisation so that we can use philanthropic funds and other funding opportunities to extend the support and advocacy needed by people living with life-limiting illness together with their family and loved ones. This will enable PCA to build resourcing capacity in an ongoing sustainable way.

The Policy and Grant Writer is responsible for:

- Identifying, researching and managing grant opportunities for PCA;
- Writing grant submissions on behalf of PCA; and
- Working with the PCA Policy team to research, develop and write policy and advocacy documentation.

## **Main Tasks and Responsibilities**

- Research and identify grant opportunities for PCA, including developing and maintaining a targeted list/calendar of grant opportunities
- Research, prepare and submit professional grant applications that align with PCA's strategic direction
- Work closely with PCA staff, Board and stakeholders to gain subject matter input for applications
- Establish, grow and maintain relationships with relevant government and non-government organisations to better understand grant application processes, upcoming opportunities and relevant requirements
- Develop and maintain standard words and supplementary materials for future submissions
- Write, research and contribute to policy documents including policy statements, submissions, briefing papers, publications and reports
- Undertake research and analysis to identify emerging issues for policy, planning, advice and advocacy purposes
- Attend and participate in internal and external working groups, meetings, forums, conferences, webinars and seminars as required
- Provide input and content into media and communications and social media posts

## **Corporate Requirements**

- Participate as an effective team leader within PCA, including assisting other members of the team when required
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to this position and workplace
- Undertake other duties as required, commensurate with existing skills, knowledge and experience
- Able to demonstrate values consistent with PCA

## **Skills, Knowledge, Experience and Key Attributes**

### **Essential**

- Demonstrated experience in researching and writing effective grant applications
- Demonstrated experience in researching, writing and contributing to effective policy documentation.
- Excellent communication skills, especially written and the ability to write succinctly, efficiently and in an engaging manner.
- Highly developed interpersonal skills, including the ability to effectively negotiate and liaise with a wide cross section of people.
- Ability to rapidly understand the core work of PCA and be able to competently and accurately express this in writing.
- Excellent organisational and time management skills, and a demonstrated capacity for initiative and self-motivation and to work well under pressure.
- High level of attention to detail and accuracy.
- Computer literacy and demonstrated competence in computer applications, including Microsoft Office suite and databases.

**Desirable**

- Tertiary qualifications in a related discipline (policy, research, social sciences, business or related field)
- Broad understanding of the health sector and the place of the palliative care community

***Palliative Care Australia acknowledges the traditional owners of this country and pays respect to elders both past and present.***