
POSITION TITLE:	Policy and Research Manager
REPORTS TO:	Chief Executive Officer
LOCATION:	Collingwood
STRUCTURE:	Full time - fixed term

CYDA'S VISION AND PURPOSE

Children and Young People with Disability Australia (CYDA) is a not-for-profit organisation and is the national representative organisation for children and young people with disability aged 0 to 25 years.

Our vision is that children and young people with disability living in Australia are valued and living empowered lives with equality of opportunity; and our purpose is to ensure governments, communities, and families, are empowering children and young people with disability to fully exercise their rights and aspirations. We do this by:

- Driving inclusion
- Creating equitable life pathways and opportunities
- Leading change in community attitudes and aspirations
- Supporting young people to take control
- Calling out discrimination, abuse, and neglect.

Our work is guided by our [‘Strategic Plan 2020-2024’](#) which outlines our strategic directions.

POSITION OVERVIEW

The purpose of this role is to create new knowledge and influence policy makers and other stakeholders to ensure better outcomes for young people and children with disability. This position provides leadership for CYDA’s policy and research and oversees a small team of staff. The Policy and Research Manager plays a key role in supporting the CEO in advocacy and engagement for the organisation. This involves supporting some key strategic projects for the organisation including consultation, research and policy development to inform the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.

The Strategic Plan emphasis of this role includes:

- Drive Inclusion
- Create equitable life pathways and opportunities
- Support young people to take control
- Call out discrimination, abuse and neglect

This Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties. In addition to the Accountabilities and KPIs detailed below, you may be required to perform additional duties that are considered within your role and skill level.

This role will be predominantly located at CYDA's Collingwood office. CYDA is committed to flexible working and has a Flexible Working Policy and Procedure.

KEY RESPONSIBILITIES

Research and Policy

- Contribute to the work of CYDA in relation to systemic representation on issues of relevance to children and young people with disability.
- Conducting workshops, consultations and surveys with CYDA members to ensure the voices of and experiences of children and young people with disability and their families are heard and included in our work.
- Providing high quality and timely advice to the Australian Government on policy and service delivery issues relevant to children and young people with disability.
- Analysing and interpreting complex information (including research reports, policy costings, data, regulations, legislation, etc), making this analysis accessible for diverse audiences.
- Overseeing the production of policy submissions and reports that are high-quality, informative and engaging.
- Provide high-level written and verbal policy and advocacy advice.
- Represent CYDA on external committees, at public forums and in meetings with senior representatives of government.

Program Management

- Manage a range of research, policy and capacity building projects linked to CYDA's strategic plan.
- Provide management support to project staff including supervision, monitoring of work plans and reporting
- Support the CEO in funding submissions and developing new projects.
- Explore and implement innovative ways of engaging children and young people with disability and families in our work.
- Contribute to CYDA's operations through effective staff management and contribution to our vision and strategic goals

Financial Management

- Manage the project budget accurately, prudently and in accordance with organisational policies and procedures.
- Ensure the project budget is accurate and is reviewed and approved by the Management Group.
- Ensure all relevant stakeholders understand and adhere to the project budget.
- Effectively manage the budget in line with all relevant legislation and regulations.
- Provide regular reports on the financial outcomes of the project.

Leadership and Future Direction

- Research and implement projects that will help the Organisation achieve strategic goals.
- Seek opportunities to streamline project management practices to continuously improve project delivery and outcomes.
- Seek opportunities to promote existing projects to internal and external stakeholders to ensure the ongoing success and growth of existing projects.

- Seek opportunities to promote ideas for future projects to relevant internal and external stakeholders that will support business growth.
- Stay in touch with current trends associated with project management and particular projects and programmes that will help the organisation in achieving its goals.
- Represent the CEO at events, meetings and in other mediums

KEY INTERNAL AND EXTERNAL STAKEHOLDERS

Management Group	To provide relevant and prompt updates on project deliverables. To seek approval on project plans and budgets.
Project Group	Provide all project information to stakeholders promptly and professionally.
Direct Reports	Management support to 4 direct reports. Ensure all information is disseminated to direct reports as required so effective project support can be provided.
External stakeholders	Collaborate with a wide range of external stakeholders in the disability advocacy sector, government, Commissioners, members. Represent CYDA at a range of forums and engagements.

SELECTION CRITERIA

Qualifications

- Relevant tertiary qualification and/or post graduate qualification would be an advantage.
- Recent trauma informed / response training, ideally in the past 12 months

Experience

- Lived experience of disability or family experience of disability as a parent or caregiver is a preference.
- Strong interpersonal, relationship building and networking skills and the ability to build rapport and maintain effective working relations with a diverse range of people.
- Comprehensive understanding of the issues facing children and young people with disability and their families or caregivers.
- High level written and analytical skills with a track record of providing authoritative and strategic policy advice.
- Experience analysing and interpreting complex information (such as research papers, policy costings, data, regulations, legislation, etc) and crafting policy statements for diverse audiences.
- Strong political judgement and a demonstrated ability to both drive advocacy outcomes and maintain long-term relationships with government.
- Experience managing and coaching team members.
- Experience managing a diverse workforce

Capabilities

- Demonstrated commitment to a rights-based approach to disability advocacy and awareness of the diversity within disability
- Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.
- Established networks in government and the disability, child and family and education sectors would be highly regarded.

SALARY AND CONDITIONS

This position is a Level 8 position as specified by the Social Community, Home Care and Disability Services Industry Award. Generous salary packaging is available.

Conditions of employment are set out in the Employment Agreement and generally align with those available in the community services industry. A probationary period of six months forms part of the Employment Agreement.

OTHER RELEVANT INFORMATION

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

TO APPLY

To apply for this position please send your application to info@cyda.org.au by **8am Monday 4th October 2021**. Applications should include:

- a cover letter addressed to Mary Sayers, Chief Executive Officer
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered, please contact us to discuss this.

For accessibility enquiries or any further information please contact CYDA on 03 9417 1025 or info@cyda.org.au.