



# Position Description

## Senior Research and Policy Officer

Wesley Public Affairs & Advocacy  
December 2021

### Agreement

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Signed – Manager

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Signed – Employee

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Date

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Date

**Do all the good you can**  
because every life matters



# Senior Research and Policy Officer

## 1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed.

Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials

Our position descriptions and performance plans are aligned with these four key result areas.

## 2. Overview of Wesley Public Affairs & Advocacy

The operational work of Wesley Mission includes a portfolio of community service activities that is amongst the most diverse of any Australian organisation. The role of Wesley Public Affairs & Advocacy, within the Wesley Communications & Partnerships portfolio is to:

- support the CEO and Superintendent’s media and advocacy activity
- build Wesley Mission’s profile through engaging with media, government, foundations and key stakeholders
- deliver research, publications and events that express Wesley Mission’s Word and deed mission, and service expertise to support people most in need.



### **3. Overview of role**

The role of Senior Research and Policy Officer is responsible for delivering Wesley Mission's policy development and advocacy through research, formal submissions and proactive engagement with internal and external stakeholders.

The Senior Research and Policy Officer collaborates with team members across Wesley Communications & Partnerships to deliver agreed projects and required reporting in alignment with Wesley Mission's Strategic Plan.

### **4. Relationships**

Reports to: Executive Manager - Public Affairs & Advocacy

### **5. Major role responsibilities**

#### **5.1 Our clients**

- monitor and identify emerging policy issues and priorities relevant to Wesley Mission's approved advocacy strategy
- coordinate internal and external research and analysis in relation to policy development, including lived experience of clients, engaging with service delivery subject matter experts and programs
- develop and maintain policy positions and document actions in collaboration with Advocacy Working Groups
- develop reports, written submissions, policy papers, position statements and briefings
- provide recommendations to the Executive Manager – Public Affairs & Advocacy on strategy for government engagement, campaigns, public awareness and advocacy strategy
- identify and facilitate opportunities for discussion between government representatives on key policy issues, at a local, state and national level
- develop and maintain networks and relationships that support Wesley Mission's advocacy strategy.

#### **5.2 Our people**

- develop open, supportive and collaborative working relationships within Wesley Communications & Partnerships and across Wesley Mission
- engage with colleagues and be a positive and pro-active member of the team
- ensure all Human Resource (HR) policies/procedures are understood and adhered to
- on a quarterly basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss
- ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings.

#### **5.3 Our operations**

- ensure adherence to the Wesley Communications & Partnerships project delivery processes



- communicate Wesley Mission's approved advocacy strategy and key messaging to stakeholders to build effective relationships, gain their support and ultimately create advocates
- provide reports as required.

#### **5.4 Our financials**

- ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

### **6. Professional responsibilities**

- as directed, other activities to support the delivery of the Wesley Communications & Partnerships business plan and Wesley Mission's Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your manager
- in relation to Wesley Mission attend worship services as encouraged by your manager
- participate on a quarterly basis in Wesley Mission's Employee contribution and development process
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.



## **7 Selection criteria**

To be successful in this position, candidates must possess the following:

### **7.1 Demonstrated behaviours**

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically uphold our Word and deed mission
- excellent interpersonal skills to nurture partnerships and to relate well to all people that Wesley Mission supports
- confident professional with strong initiative and business acumen
- highly organised, flexible and adaptable
- displays emotional intelligence and resilience.

### **7.2 Essential skills/knowledge**

- demonstrated experience in a community services or government setting
- understanding of Australian political and policy making environment
- experience in developing, conducting and publishing research
- exceptional written communication skills, with the ability to produce formal communication and submissions to tight deadlines
- oral skills and experience in managing internal and external stakeholders to achieve set objectives
- project management skills, ability to prioritise workloads to meet deadlines and budgets
- proficient computer skills in Microsoft Office and project management tools
- NSW working with children check.

### **7.3 Desirable skills/knowledge**

- Knowledge of issues affecting people including gambling harm, mental health and homelessness and policy approach to suicide prevention and housing
- an appreciation of the challenges involved in working within a diverse workforce within a not for profit environment
- tertiary qualification or similar experience in a policy, social sciences or related field.