



POSITION DESCRIPTION

POSITION TITLE	Senior Policy Advisor
DIVISION	Research and Policy Centre (RPC)
DEPARTMENT	Youth Opportunities Team (RPC)
REPORTS TO	Principal Research Fellow, Youth Opportunities Team

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DEPARTMENT PURPOSE

This role will operate across two divisions with the Brotherhood of St Laurence: the Research and Policy Centre and the Youth Division.

The Research and Policy Centre (RPC) has responsibility for seeding new approaches to social policy, programs and practice that help shape a better future for individuals, families and communities experiencing poverty, inequality and social exclusion.

The Youth Division is an 'incubator' for the development of practice and service models that engage and sustain young people experiencing disadvantage in education, training and

employment. We work with young people, community, business and all levels of government across Australia to develop, test, refine and consolidate effective and scalable models. This includes concerted effort to bring attention to the realities faced by young people experiencing disadvantage and to the urgent need for policy and practice reform.

The two divisions work 'hand in glove' on project development, implementation and evaluation for lasting systemic change that benefits all young people.

POSITION PURPOSE

The position will lead the development and implementation of the youth employment policy agenda of the National Youth Employment Body (NYEB). The NYEB was established by the Brotherhood of St Laurence in 2018 to enable a coordinated, multi-sectoral, place-based response to youth unemployment. The aim of the NYEB is to enable collaborative place-based efforts that enable young people to secure decent work while addressing the needs of industry for a diverse and adaptable workforce. The NYEB is building on international evidence and the Brotherhood's research, policy and practice experience in developing and delivering innovative education and employment models.

KEY RESPONSIBILITIES

Policy development, influencing or advocacy activities

- Lead the translation of social policy ideas within the NYEB.
- Contribute to the identification and management of the NYEB's research and policy priorities.
- Contribute to the development and implementation of the NYEB's youth employment policy agenda.
- Contribute to BSL policy development, influencing or advocacy activities, particularly as they relate to the advocacy agenda of the NYEB.
- Monitor, analyse and report on social policy trends in youth employment.
- Contribute to the development of evidence and knowledge base within youth employment.
- Establish and maintain relationships with key policy and other relevant organisations and individuals to foster opportunities for advocacy and knowledge transfer relevant to the NYEB.
- Manage the design and delivery of a series of cross sectoral events and forums with local, state and national youth employment stakeholders.
- Manage the preparation and presentation of policy briefs and reports, including written briefs and policy presentations.
- Actively participate in the development of collaborative policy agenda with RPC and Youth Division staff.
- Contribute to and/or support the development of submissions as agreed with Manager.

Administration and management

- Support the overall RPC strategic leadership and management.
- Contribute to the development of funding proposals and submissions.
- Contribute to the identification of funding sources and partnership opportunities.
- Undertake administration and management tasks.

- Contribute to and/or collaborate on the implementation of dissemination and promotion strategies including; making presentations, hosting events, authoring and co-authoring peer reviewed and other publications.
- Contribute to collaboration in BSL internal engagement.
- Engage in external engagement, where relevant.
- Contribute to the promotion of RPC activities.
- Carry out duties consistent with the scope and level of the position as directed by the Manager.
- Work within the team to provide support and assistance as required to meet objectives.
- Other duties as required.

The description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

ORGANISATIONAL RELATIONSHIPS

Internal Stakeholders: RPC team, BSL staff where relevant, volunteers and students
Internal research and policy stakeholders

External Stakeholders: External research and policy stakeholders
The University of Melbourne

SCOPE OF RESPONSIBILITY

Direct Reports: Policy Advisor, RPC

Indirect Reports: *None*

TO BE SUCCESSFUL YOU MUST HAVE

Qualifications and expertise

- A postgraduate social science or policy degree with extensive relevant policy experience or an equivalent combination of relevant tertiary education and policy experience.
- Well developed knowledge of the field of youth employment, including current issues and debates in research and policy.
- Well developed understanding of the social research and policy environment, including contemporary issues.
- Well developed knowledge of relevant ethical research practices and codes.

Skills

- Well-developed policy analysis skills.
- Developing leadership skills.
- Demonstrated presentation skills.
- Demonstrated stakeholder engagement skills.
- Capacity to develop media skills.
- Capacity to develop negotiation and management skills.

- Capacity to develop stakeholder engagement skills.
- Demonstrated project management and organisational skills, including the ability to manage staff, plan workload, prioritise and meet deadlines.
- Well-developed interpersonal and communication skills to build effective relationships, advise and liaise with a broad range of people across all levels, both internally and externally including people of all ages and from diverse cultural and socioeconomic backgrounds.
- Demonstrated proficiency with bibliographic software such as Endnote and Microsoft office software (Word, Excel, Access etc).

Demonstrated attributes

- seeks the common good - through compassion, a generosity of spirit and reliance on evidence
- collaborative – work with others to achieve common goals; a spirit of teamwork, and staff support
- strong attention to detail.
- Understanding of and empathy with the values and ideals of the Brotherhood

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process