

## Position Description



<b>POSITION TITLE:</b>	<b>Manager – Policy and Advocacy</b>
<b>PROGRAM</b>	<b>Northern Territory (NT)</b>
<b>STATUS:</b>	<b>Part Time (0.8 EFT)</b>
<b>REPORTING TO:</b>	<b>General Manager - NT</b>

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### 1. JESUIT SOCIAL SERVICES OVERVIEW

#### **Our Vision**

Building a Just Society

#### **Our Mission**

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### **Our Purpose**

We work to build a just society where all people can live to their full potential - by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### **Our Values**

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### **Who we work with**

We are part of and work with:

- Those most in need - individuals, families and communities
- The broader communities in which we live
- The decision-makers, service providers and institutions that affect us

#### **What we do**

We strengthen and build respectful, constructive relationships for:

- Effective services - by partnering with people most in need and those who support them to address disadvantage
- Education – by providing access to lifelong learning and development
- Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
- Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
- Leadership development – by partnering across sectors to build expertise and commitment for justice.

## **2. PROGRAM BACKGROUND**

Jesuit Social Services commenced our engagement in the Northern Territory in 2007 and have offices in Darwin and Alice Springs.

In Central Australia, we support the Eastern and Central Arrernte people in a number of ways to better their situation and have more control over their lives. As part of this work, we provide community capacity building support through building an evidence base of effective place based approaches through research and practice; are involved in a Men's Behaviour Change program in Alice Springs in partnership with Tangentyere Council, and continue to play an active role in NT and National campaigns to promote evidence-based approaches to community safety in order to respond more effectively to crime in the community.

We run youth justice group conferencing across the Territory.

In all of Northern Territory, we actively participate in targeted advocacy, media, government and sector relations.

We also partner with community service organisations and local government to build local climate resilience and adaption strategy capacity.

## **3. KEY OBJECTIVES OF THE POSITION**

The key objectives of this position are the:

- 3.1 Implementation of a policy, advocacy and research agenda that:
  - is consistent with the vision and strategic priorities of Jesuit Social Services
  - draws on the practice experience of Jesuit Social Services' staff and program participants
  - responds to social policy, political and advocacy issues in the broader environment.
- 3.2 Identification of policy, legislative, resourcing and/or practice issues which require a response.
- 3.3 Identification of evidence to inform the development and implementation of Jesuit Social Services programs in the NT.
- 3.4 To develop and sustain positive relations with Government, the community, legal sectors and business.

## **4. DUTIES**

- 4.1 Contribute to the policy, research and advocacy work of the organisation, with a focus on NT issues and priorities.
- 4.2 Assist in identifying social policy concerns emerging from our observations and including information from our direct service programs
- 4.3 Work with senior management of Jesuit Social Services and in collaboration with Government, political representatives, community sector and business representatives to address issues of social and ecological justice and human rights.
- 4.4 Provide research evidence, policy briefings or analysis to support current or emerging trends.

- 4.5 Identify issues emerging in the wider community requiring a research, policy or advocacy response.
- 4.6 Work with senior management to initiate and respond to issues relevant to Jesuit Social Services that emerge through sector networks and in the media.
- 4.7 Maintain and develop links and collaborative relationships with government agencies, philanthropic trusts and other relevant organisations and community groups.
- 4.8 Represent Jesuit Social Services in local, regional, Territory-wide and national forums where considered appropriate by the General Manager – NT, and give public presentations on social policy issues of concern to Jesuit Social Services as required.
- 4.9 Establish, maintain and develop links and collaborative research and advocacy relationships with government and non-government agencies, community groups, universities, the business sector and others as appropriate.
- 4.10 Provide regular reports to the General Manager – NT as required.
- 4.11 Compliance with relevant legislation
- 4.12 Commitment to continuous quality improvement processes.
- 4.13 Other duties, as required

## **5. KEY PERFORMANCE INDICATORS**

- 5.1 Production of policy solutions that are evidence-based, strategic and which would achieve a more just society.
- 5.2 Production of robust research and analysis that effectively highlights social policy gaps, identifies reform opportunities and provides evidence for proposed solutions.
- 5.3 Evidence of development and maintenance of relationships with the networks and external stakeholders needed to achieve change, including across the community services sector, government and academia.
- 5.4 Production of submissions that reflect an up to date understanding of the research evidence, incorporate learnings from programs and include strategic policy solutions.
- 5.5 Evidence that Ignatian principles are understood and enshrined as an underpinning framework for all research, policy and advocacy.
- 5.6 Ensure work plan implementation.
- 5.7 Collaborate with other Jesuit networks and ministries as appropriate.
- 5.8 Attend all meetings and required forums.
- 5.9 Meet all reporting and administrative requirements of the position.
- 5.10 Attend regular supervision sessions with the General Manager – NT.
- 5.11 As a leader within the organisation, promote the values and culture of the organisation.

## **6. KEY SELECTION CRITERIA**

- 6.1 Demonstrated commitment to, and history of, achieving social change through research, policy and advocacy work.
- 6.2 Demonstrated capacity in: identifying social policy and advocacy agendas arising from program activities; analysing the impact of social policies on disadvantaged individuals, families and communities.
- 6.3 A capacity to work collaboratively with both internally and externally to identify research and social policy and advocacy issues.
- 6.4 Demonstrated capacity to identify and draw on current research to develop informed policy and advocacy positions and influence practice on important social issues.
- 6.6 Proven research credentials and record of publications in peer reviewed journals and / or other industry based media is desirable.
- 6.7 Established networks within the government and community sectors.
- 6.8 Demonstrated expertise in project management.
- 6.9 Demonstrated ability to work closely and cooperatively with senior management.
- 6.10 Excellent written and verbal communication skills.
- 6.11 Demonstrated proficiency in Microsoft Word, Excel and PowerPoint as well as competencies in database use and management.
- 6.12 Commitment to, and demonstrated capacity to work within and provide leadership in, the ethos of Jesuit Social Services.
- 6.13 Current driver's licence;
- 6.14 Valid Working with Children Check card (Ochre card);
- 6.15 Successful Police Check to be conducted by Jesuit Social Services prior to commencement.

## **7. QUALIFICATIONS**

Tertiary qualifications in social sciences or a related discipline are essential, as is significant management experience in research, policy development and social policy advocacy.

## **8. CONDITIONS OF EMPLOYMENT**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

A requirement of this position is vaccination from COVID-19. Jesuit Social Services requests evidence of full vaccination. Where a medical exemption applies, this must be supplied.

## **9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

## **10. LOCATION**

Based at: Darwin, with regular travel to Alice Springs.

## **11. SIGNATURES**

By signing this Position Description the Employee confirms that it has been read, understood and accepted.

### **EMPLOYEE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **WITNESS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **APPROVED BY**

Peter Solly

General Manager, Northern Territory

### **DATE**

June 2022