

# ROLE PURPOSE: Global Advocacy Support Officer



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

**At The Fred Hollows Foundation, you will make an impact the world can see!**



## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program, which includes financial support and study days. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

### Employee Assistance Program

You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

**Role Title:** Global Advocacy Support Officer

**Division:** OCEO, Global Advocacy

**Location:** Melbourne, Australia

**Date:** June 2022

**Employment type:** Permanent Full time

**Reports to:** Head of Public Policy & Advocacy

**Number of direct reports:** 0

**Leadership Band:** Leads self

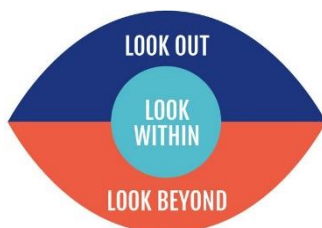
### Purpose of the role:

The **Global Advocacy Support Officer** is accountable for supporting the delivery of a range of global systemic advocacy initiatives in line with The Foundation's strategic objectives. The role supports the Global Advocacy Team to influence globally significant public policy and practice in partnership with multilateral organisations, governments, non-government organisations and The Foundation's Country Offices to advance eye health as a pillar of Universal Health Coverage and the Sustainable Development Goals.

The **Global Advocacy Support Officer** will support outcomes of the Global Advocacy Team related to:

1. Global advocacy project delivery
  - Deliver set projects as directed to advance specific policy and advocacy objectives in line with the Global Advocacy Team workplan
  - Maintain contemporary knowledge of global policy landscape and support engagement on advocacy opportunities as directed
  - Provide advice upon request to the Executive Director, the Head of Public Policy & Advocacy, the Global Advocacy Advisor and to teams across The Foundation on matters related to the set portfolio of work
  - Support initiatives to link global advocacy objectives with Country Offices
  - Support the Country Advocacy Advisor in the provision of technical support to Country Offices, including with Head Office technical teams
  - Support secretariat functions of the Advocacy Leadership Group in collaboration with the Global Advocacy Team
  - Coordinate and support the development of internal and external advocacy communications plans and copy content in collaboration with the Global Advocacy Team and Communications Team.
2. Knowledge sharing and learning
  - Represent The Foundation externally on set projects and remain abreast of the global landscape to support internal intelligence gathering
  - Coordinate and maintain primacy of Global Advocacy content on FredNet and The Foundation's website in collaboration with the Global Advocacy Team.
3. Executive assistance and team support
  - Provide secretarial support to the Executive Director including: manage and maintain schedule and diary, screening and assessing incoming correspondence and ensuring appropriate distribution and/or response, conduct research for speech preparation as well as preparing presentations, reports, briefs and other documentation.
  - Support the Executive Director to coordinate timely, relevant and concise briefing papers and reports on key global policy and advocacy issues as required by the Board and Executive of The Foundation
  - Provide pro-active, high-level administrative support to the Executive Director, Head of Public Policy & Advocacy and the Global Advocacy Team, including budgeting and financial management, contract management, coordination of reports and office support.
  - Primary support for organising all travel and associated documentation and expense acquittals for the Executive Director and Head of Public Policy and Advocacy.
  - Manage team and relevant key organisational meeting logistics including; preparing meeting papers, circulating resources, first point of contact for inquiries and producing minutes.
4. Other tasks as requested by your manager
  - Undertake project management and manage special projects as directed.

### Our Capabilities



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.

### Essential Experience:

- Some experience and knowledge of the role and functions of systemic advocacy within a national or international non-government organization or government agency or political party office
- Some experience providing administrative support to a senior executive or team.

3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

**Skills:**

- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment.
- Comfortable operating with ambiguity and within evolving environments
- Ability to comprehend large volumes of verbal and written information and condense into useable intelligence
- Ability to understand complex political and bureaucratic systems
- Good interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication and attention to detail
- Excellent knowledge and capability utilizing Microsoft Office software.
- Ability to develop effective systems for office administration tasks.

**Desirable Experience:**

- Some demonstrated understanding of human rights, health, disability or other related social discourse
- Experience with international development practice and functions of multilateral institutions
- Some understanding undertaking advocacy initiatives employing largely technocratic and direct advocacy approaches

**Qualifications:**

Undergraduate degree in social science, political science, public policy or a related field

**The position involves:**

This position does not involve “Working with Children” either direct or indirect.  
This position does involve working with beneficiaries, donors and/or partners

**Travel:**

This role may require international and domestic travel on occasion.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.