

## Position Description

<b>Position</b>	Policy and Prevention Adviser
<b>Tenure</b>	Permanent appointment (subject to funding)
<b>Status</b>	Part-Time
<b>Hours of Work</b>	0.80 EFT
<b>Award Classification</b>	As per Social, Community, Home Care and Disability Services Award, Community Development Worker Level 5
<b>Date Prepared</b>	May 2023
<b>Commencement Date</b>	July 2023
<b>Probation Period:</b>	Three Months
<b>Reports To</b>	Manager and Principal Lawyer, Seniors Rights Victoria

### ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA Victoria) is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's strategic and operational focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a Melbourne office and remotely; and a broad State membership and volunteer base.

**Vision:** *Ageing in Australia is a time of possibility, opportunity and influence*

**Purpose:** *COTA advances the rights, interests and futures of Australians as we age*

**Values:** *Respect, Diversity, Collaboration and Integrity*

**Strategic Priorities:** *For older Victorians, COTA promote opportunities and protect rights. Our Strategic focus is on Policy, Health, Rights and Organisation activities.*

### Policy

Maintain our leadership in policy development and advocacy on behalf of and with older people in Victoria and Australia in general.

### Health and Wellbeing

Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians

### Rights

Maintain the position of *Seniors Rights Victoria* (a COTA program) as Victoria's leading provider of information, legal aid and support, advice and education to help prevent elder abuse and protect the rights of older people.

### Organisation

Build COTA organisational efficiency and sustainability in Victoria through improvements to communications, marketing, knowledge management, income generation and volunteer management.

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### PROGRAM OUTLINE:

Seniors Rights Victoria (SRV) is a state-wide, specialist Community Legal Centre which sits within COTA Victoria. SRV's mandate and sole focus is elder abuse. Elder abuse is any act which causes harm to an older person, carried out by someone they trust such as family or friends. Elder abuse may be physical, sexual, financial, psychological, or social abuse, or neglect. SRV operates Victoria's elder abuse Helpline which provides information and referrals to any person concerned about elder abuse, including professionals seeking secondary consultations. SRV provides services direct to older people experiencing abuse including specialist legal services, short term support and advocacy, and community education. In addition, SRV has broader policy, systemic advocacy, law reform and capacity building roles both in Victoria and nationally to raise awareness of elder abuse and promote prevention.

### POSITION BACKGROUND:

The position is located within Seniors Rights Victoria. The Policy and Prevention Adviser works with the other members of the SRV and COTA Teams and across all areas of the organisation, as well as with external allies.

### RESPONSIBILITIES:

1. Provide advice on strategic priorities and approaches to shape the organization's policy, prevention, and advocacy efforts around elder abuse.
2. Lead research and analysis to support and inform the organization's policy, prevention, and advocacy output around elder abuse.
3. Deliver select outputs as part of the Team's funding agreements and work plans and support in the development of funding proposals
4. Develop policy positions or recommendations related to elder abuse and the work that Seniors Rights Victoria does, drawing on the experience of partner organisations, reference groups, alliance groups, older people and staff.
5. Monitor, identify and propose ways the organization can respond to new and emerging policy and prevention issues affecting older people.
6. Prepare briefs, reports, articles, and submissions to bodies including Government on elder abuse and surrounding issues.
7. Develop and maintain effective relationships with internal and external stakeholders, to ensure successful policy development, strategic advocacy and implementation, including representation on relevant committees, reference, and alliance groups.

### KEY SELECTION CRITERIA:

#### Mandatory

1. Over five years of experience in policy development and advocacy with an understanding of the non-government environment, and stakeholder and government relations. Experience in working in a Community Legal Centre environment would be highly regarded.

#### Professional

2. Tertiary qualification in Politics, Public Policy or equivalent.
3. Strong track record of advocacy, influencing, campaigning and stakeholder engagement strategies.
4. Experience in external representation, meeting management and presentation.
5. Demonstrated capacity to plan, lead, deliver and report on complex projects.

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6. Analytical skills in the formulation of policy and advocacy positions and initiatives.
7. Experience in providing policy advice to senior decision-makers including CEOs, Boards, Ministers or equivalent.
8. Working knowledge about a range of relevant policy areas associated with older people and ageing.

### Personal Attributes

1. Commitment to human rights, civic participation and the vision, mission and values of COTA Victoria and Seniors Rights Victoria
2. Understanding of issues facing older Victorians..
3. Ability to manage projects with tight deadlines in a timely manner.
4. High level interpersonal skills to build relationships with volunteers, staff, collaborators and stakeholders.
5. High level written communication skills.
6. Capacity to support COTA Victorian Programs so they operate in line with Access and Equity principles and practices.

### SPECIFIC RESTRICTIONS/CONDITIONS:

Must be physically capable to carry out administrative duties, involving extended periods of VDU use;

- This role may require some out-of-hours work and travel intra and interstate;
- Employment is subject to an ongoing satisfactory police check.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Statement of accountabilities for this position (if relevant) is outlined within the organisation's Delegation of Authority.

### OTHER RELEVANT INFORMATION:

**Location:** Level 2, Suite 2.5 St Kilda Rd, Melbourne, Vic., 3004

**Other:** Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers all COTA employees: 3 years from 2021.

**Salary Sacrificing:** Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure

**Self-Referral:** It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

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### AUTHORISATION & ACCEPTANCE:

**Employer** Chief Executive Officer

**Signature** \_\_\_\_\_

**Incumbent**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_