

POSITION DESCRIPTION

General Information:	
Position Title:	National Manager, Government Relations and Advocacy
Incumbent:	New Position
Function & Team/Program:	Evidence and Impact
Location(s):	Sydney, Canberra
Manager's Position Title:	Head of Evidence and Impact
Manager's Name:	
Date Prepared:	15 th June 2025
Prepared By:	Wendy Field
Approved By:	CEO

Primary Purpose of this Position
<p>This position is responsible for developing and implementing strategies to promote and protect The Smith Family's interests, and those of the communities we serve with government entities and other relevant stakeholders.</p> <p>This role is responsible for building and maintaining relationships with government officials, monitoring legislative, and regulatory developments, staying across key policy developments and advising the organisation on appropriate positioning on key issues of interest or concern.</p>

Scope:	
Direct Reports to this Position	Indirect Reports
By Position Title	Total Number
<ul style="list-style-type: none"> Nil 	The role will work closely with General Managers in States and Territories
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Nil
Other Dimensions of this Position	
<p>The role will work closely with General Managers in States and Territories to support government relations approaches in the different States & Territories jurisdictions.</p> <p>The position is responsible for aligning Advocacy initiatives to key external events (e.g. policy submissions etc.)</p>	

Setting Priorities (<i>how is work prioritised</i>)	
How often does employee prioritise their own work? E.g. Daily, weekly, monthly, annually, other	Daily, weekly monthly. Quarterly review and update of approaches. Annual planning aligned to organisational strategy.
How often does employee determine the priorities of others? E.g. Daily, weekly, monthly, annually, other	Working with General Managers and other internal stakeholders to plan and execute Gov Relations and other advocacy initiatives

Key Relationships (<i>Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with</i>)	
Internal	<ul style="list-style-type: none"> • CEO and members of the Executive team • Communications and Media teams • State and Territory Operations Senior Leadership teams. • Public Policy Advisory Group. • Fundraising teams
External	<ul style="list-style-type: none"> • Government officials • Ministerial offices and staff • External Peak or Advocacy groups as relevant • Regulatory Agencies • Policy Makers • Philanthropic bodies (e.g. PRF)

Key Decision Making in this Role: (*What are the key decisions and recommendations made in this role?*)

<p>Decisions Expected</p> <ul style="list-style-type: none"> • Determine strategies and approaches for key planned initiatives, including allocation of resources. • Conclude partnership approaches to enable delivery of agreed approaches. • Establish workflows and scheduling of project activity • Ascertain when to escalate issues and/or barriers to successful delivery of milestones and outcomes • Routine decisions relating to adjustments to approach or milestones.
<p>Recommendations Expected</p> <ul style="list-style-type: none"> • Recommend approaches to Government Relations in various jurisdictions, with key focus on Australian Government • Provide recommendations for Annual Advocacy plans and approaches • Participation in unplanned external Advocacy events. • Significant adjustment to approach or agreed milestones.

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture.
- Understands and complies with the Child Protection Framework.
- Takes reasonable care for the health and safety of themselves and others.
- Understands and complies with the Workplace, Health and Safety Systems.
- Reports hazards and incidents and participates in risk management as required.

Key Responsibilities / Accountabilities:	
Major Area: Government Relations	% of Job Total: 30%
Establish and sustain effective working relationships with Ministers, Members of Parliament, senior bureaucrats, and political advisers across all relevant jurisdictions.	

Represent the organization at government meetings, parliamentary forums, inquiries, and public policy consultations.		
Coordinate and support engagement with local, state, and federal representatives to ensure consistent messaging and strategic alignment.		
Monitor political and policy developments across all jurisdictions relevant to The Smith Family's priorities.		
Analyse proposed legislation, policies, and regulations to assess their impact and develop appropriate responses.		
Major Area: Advocacy Strategy and Execution		% of Job Total: 35%
Lead the development and execution of a national advocacy strategy aligned with The Smith Family's purpose and strategy.		
Design and implement advocacy initiatives, including submissions, briefing documents, policy position statements, and media messaging.		
Collaborate with internal teams and external stakeholders to support sector-wide campaigns and coalition advocacy efforts		
Draft policy submissions, reports, and position papers to influence policy outcomes		
Major Area: Stakeholder engagement and representation		% of Job Total: 35%
External:		
Represent the organisation at sector forums, conferences, roundtables, and other strategic engagements.		
Build and sustain partnerships with allied organisations, coalitions, and peak bodies.		
Act as a spokesperson for the organisation as required.		
Internal:		
Work closely with executive leadership to ensure advocacy efforts are integrated with organisational strategy and priorities.		
Provide guidance and support to internal teams regarding policy and government engagement activities.		
Contribute to board reporting and strategic planning processes		
Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)		
<ul style="list-style-type: none"> Maintaining access through securing meetings and other communications methods with policy makers whilst building strong and trusting relationships Educating Internal Teams: ensuring that internal stakeholders (CEO, Board, other Functions) understand the intricacies of government relations, the long lead times involved, and realistic expectations for policy outcomes. 		
Qualifications, Experience and Competencies: (What background, knowledge, experience, or competencies are required to perform the role at the expected level?)		
Education / Qualifications / Memberships:	Essential	Desirable
	<ul style="list-style-type: none"> Relevant Tertiary Qualifications, bachelor's degree; Political Science / Australian Politics /Public Policy / Public Administration, Law, Communications / Public Relations / Journalism, International Relations, Social Sciences / Humanities (focus on policy or social justice) 	
Experience:	Essential	Desirable

	<ul style="list-style-type: none"> • 5+ years' experience in a similar position • Proven experience in government relations, advocacy, or public affairs, ideally in a not-for-profit, public policy, or political environment. • Demonstrated ability to build and maintain strong, trusting relationships and influence a diverse range of stakeholders, including policymakers and community partners. • Demonstrated skills in developing proposals, submissions and briefs in accessible formats for a variety of audiences. 	
Competencies:	Essential	Desirable
	<ul style="list-style-type: none"> • Exceptional communication skills – written and verbal – including experience preparing high-level policy documents and presenting to government • Strategic thinker with strong analytical and problem-solving skills. • Strong understanding of Australian political systems and public policy processes at local, state, and federal levels • Ability to analyse complex issues, anticipate future trends, and develop effective long-term strategies. • Demonstrated ability in handling sensitive information with the highest level of professionalism and confidentiality. 	<ul style="list-style-type: none"> •