

Position Description

Manager – Policy

Job Title	Manager, Policy		
Reports to	Executive Director – Response, Policy and Evidence		
Business Unit	Response Policy and Evidence	Team	Policy team
Contract Type	<p>1 FTE, 2-year fixed term contract</p> <p>Safe and Equal Level 7.1 (as per Safe and Equal Enterprise Agreement 2024-2026)</p> <p>Annual Salary: \$126,325 plus superannuation (\$63.93 per hour)</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p>		
Primary Purpose of this Position			
<p>Safe and Equal plays a leadership role in driving innovative policy to strengthen sector and system responses to family violence, as well as building workforce capability and representing the specialist family and gender-based violence sector across the continuum and in a range of contexts. We provide policy advice and advocacy to the Victorian and Commonwealth Governments about family and gender-based violence.</p> <p>In line with the organisation’s purpose and strategic plan, the Policy Manager reports to and works closely with the Executive Director - Response, Policy and Evidence and supervises and leads the Policy Team to support engagement with a broad range of issues that intersect with family and gender-based violence, with extensive opportunities to participate in emerging policy development and implementation, law reform and system design. Alongside this, the role supports government relations.</p> <p>The Policy Manager is responsible for the day-to-day management and coordination of, and support for the Policy Team, as well as supporting policy and advocacy activity across the organisation.</p> <p>The Policy Team is one of four teams within the Response, Policy and Evidence (RPE) portfolio at Safe and Equal. As part of the RPE leadership team, this role will work closely with the other managers in the portfolio area, as well as with leadership across the organisation to ensure our work is consistent and coordinated.</p>			
Scope			
Direct Reports	Indirect Reports		
<p>Policy and Advocacy Advisor (2)</p> <p>Project Coordinator (1)</p>	None		

<h2>Key Relationships</h2> <p>All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values.</p>	
<h3>Internal</h3>	<h3>External</h3>
<p>Colleagues across all organisational portfolios:</p> <ul style="list-style-type: none"> • Culture, Operations and Engagement • Response, Policy and Evidence • Prevention, Advocacy and Social Change 	<p>Safe and Equal member organisations</p> <p>Other community service sector peaks</p> <p>Government</p>
<h2>Key Responsibilities</h2>	
<h3>Leadership and Strategy</h3> <ul style="list-style-type: none"> • Provide strategic and technical advice to the Executive Director on strategy, stakeholder engagement, programs, projects, policy and partnerships • Collaborate with Unit and cross-organisational leadership to establish, strengthen and maintain a supportive, productive and effective team, unit and organisational culture • Lead and oversee the development of timely policy advice, submissions, briefs, position papers and related work to position the organisation and advocate for the specialist family and gender-based violence sectors (prevention and response) and systemic issues including the broader family violence system • Manage and support staff to deliver key activities in line with the strategic vision of the organization • Support effective, proactive and strategic government relations 	
<h3>Staff management</h3> <ul style="list-style-type: none"> • Lead and provide day-to-day management of the Policy team including organisational leadership, supervision, workload management and oversight, professional development opportunities and recruitment, orientation and induction of new staff as required • Manage inter and cross team dynamics, supporting productive and collaborative working relationships • Creating and maintaining motivated, and productive teams and individuals, who are enthusiastically engaged with the mission of the organisation 	
<h3>Contract and project management</h3> <ul style="list-style-type: none"> • Manage contracts and projects within the scope of the Policy portfolio and in line with delegated authorities • Ensure that all team activity is delivered to a high standard, on time and in budget • Manage and maintain accountability for delivery against the agreed project plans including 	

project-related expenditure

- Ensure monitoring and evaluation is established for new projects
- Contribute to the development of budgets and proposals for projects or fee for service requests within area of portfolio responsibility

Stakeholder management

- Develop and support effective and strategic working relationships with a wide range of key government and non- government stakeholders
- Progress Safe and Equal's positioning through consulting, negotiating with and influencing internal and external stakeholders
- Manage relationships with funders, consultants and external service providers relating to programs and projects
- Represent Safe and Equal at meetings, forums and events as required

Organisational Context

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of

criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

Expectations of Staff

Strategic alignment

Proactively work in a way that directly supports Safe and Equal's strategic objectives.

Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

Manage risk

Actively manage risks by working within the organisation's governance framework and complying with organisational polices, procedures and escalating when required.

The knowledge, skills, experience, qualifications and clearances required for this role are:

Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (for example, in public policy, social science, law reform, community development) or equivalent experience
Essential	<ul style="list-style-type: none"> • At least 5 years' relevant experience in the public or community sector, including policy analysis and development • Experience in building and leading teams • High-level conceptual and strategic skills, including the ability to translate the organisation's vision into persuasive policy • Excellent written communication skills, including a record of delivering targeted and effective policy and advocacy material within tight deadlines and the ability to tailor messaging and tone for diverse formats and audiences

	<ul style="list-style-type: none"> • Advanced interpersonal skills including aptitude for and demonstrated experience in engaging and influencing diverse stakeholders, to harness expertise, secure buy in and progress policy into action • Highly developed analytical and problem-solving skills including the ability to source, synthesise, and critically evaluate data and evidence from a diverse range of sources • Excellent verbal and communication skills, including presentation, consultation and meeting facilitation skills • Excellent time management and coordination skills, including demonstrated adaptability and ability to advise and support a team to manage competing priorities with a high level of professionalism
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience supporting media engagement, campaigns and participation in public discourse • Experience working in a peak body • Experience in the Victorian specialist family violence and/or prevention sectors • A comprehensive understanding of the drivers, dynamics, and impacts of family and gendered violence, and knowledge of state and federal policy and law informing prevention and responses to family violence and gender-based violence • In depth knowledge of the Victorian family violence service system and reform agenda across prevention and/or response
<p>Police Check</p>	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>