



Community driven justice.

POSITION DESCRIPTION: SENIOR POLICY AND ADVOCACY LEAD / MANAGER - POLICY AND ADVOCACY

Classification	At Manager level – Level 7 of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award At Senior Lead level – Level 6 of the SCHADS Award
Hours of work	Part time (30 hours per week) 7.6 hours per day, 4 days per week (Monday – Friday) FLS is a flexible employer and hours of work are negotiable.
Duration	This position is offered as an ongoing role, subject to funding.
Location	This position will be based at the Fitzroy office, with some work from home flexibility. This role may involve travel to other offices and offsite as required.
Reports to	Director – Policy, Advocacy and Community Engagement
Direct Report/s	Direct reports will change from time to time. There are currently no reports to this position

Position Objective This role leads FLS’s policy and systemic advocacy work by developing and executing FLS’s advocacy strategy, developing advocacy plans, and driving advocacy and law reform across a broad range of legal issues, including drug law reform and harm reduction, systems abuse and misidentification in family violence, public and community housing, and prisoner rights.

Working in collaboration with all the legal practice areas of FLS and drawing from our client experience and evidence-based research, the role will develop policy positions, law reform submissions and support media campaigns to influence decision makers and advocate for systemic change for FLS clients and communities. Where appropriate, this role will incorporate and facilitate lived experience into FLS advocacy.

The role sits within the Policy, Advocacy and Community Engagement (PACE) directorate, a multi-disciplinary team that supports communities to advocate for change within the legal system, through education, engagement and advocacy.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of FLS.

KEY DUTIES AND RESPONSIBILITIES

<p>Policy and Advocacy</p>	<ul style="list-style-type: none"> • Advocacy strategy: in consultation and collaboration with teams across FLS and community partners, develop an organisation-wide advocacy strategy and framework and develop and execute annual organisation-wide advocacy plans • Proactive advocacy: in consultation and collaboration with teams across FLS and community partners, develop and execute advocacy campaign plans on selected priority advocacy issues. • Responsive advocacy: respond to priority advocacy opportunities as they arise. • Produce high quality law reform submissions, articles, and reports • Undertake evidence based legal research, and analyse legal practice data • Represent FLS in forums, working groups, networks, events and conferences • Lobby government and members of parliament • Collaborate with sector partners • Develop communication and media strategies to advance advocacy goals in collaboration with the Manager– Media and Communications • Draft briefs for the CEO, SLT and other managers for policy, advocacy and media engagements • Engage in public speaking or media to promote FLS advocacy positions • Engage with lived experience consultants to inform advocacy work
<p>Management and Leadership</p>	<ul style="list-style-type: none"> • Foster and facilitate organisation-wide involvement in advocacy <p>At Manager level:</p> <ul style="list-style-type: none"> • Support the Director – Policy, Advocacy and Community Engagement with team management • Deputise for, and act in the role of Director – Policy, Advocacy and Community Engagement, as required

	<ul style="list-style-type: none"> As a member of the Management Team, contribute to the smooth management of the organisation, implementation of the FLS strategic plan, and other organisational initiatives
General	<ul style="list-style-type: none"> Ensure services in areas of responsibility are consistent with FLS's vision, values, strategy and policy, and have a focus on monitoring, evaluation, innovation and quality improvement Contribute to a positive team and organisational culture aligned with FLS values Perform other duties as directed and necessary to the proper performance of the role.

SELECTION CRITERIA

Qualifications and experience	<ul style="list-style-type: none"> Completion of a law, public policy, social policy degree or other relevant tertiary qualification <p>At Senior Lead level:</p> <ul style="list-style-type: none"> at least three years' experience in a relevant role, e.g. policy and law reform, community driven advocacy, political strategy or campaigning. <p>At Manager level :</p> <ul style="list-style-type: none"> at least six years' experience in a relevant role, e.g. policy and law reform, community driven advocacy, political strategy or campaigning.
Knowledge, skills and attributes Essential	<ul style="list-style-type: none"> Demonstrated commitment to social justice, decolonisation, decarceration, anti-racism and the vision, purpose and values of FLS Demonstrated ability to identify, analyse and develop strategies to respond to complex legal and policy issues High level written communication skills, including the ability to distil complex concepts in clear, accessible and persuasive written materials High level verbal communication skills, including the ability to engage, inspire and influence a broad range of stakeholders

	<ul style="list-style-type: none"> • High-level interpersonal and relationship-building skills, including the ability to consult and work flexibly and collaboratively as a team-player • Demonstrated ability to be adaptive and responsive to changing and dynamic environments • Demonstrated ability to work independently, exercise sound judgment, and manage workload with minimal supervision • Strong organisational skills and ability to use systems and processes to prioritise, manage workflow and keep records. <p>At Manager level:</p> <ul style="list-style-type: none"> • Demonstrated understanding of government policy, legislative processes and political dynamics and how to influence and effect change • Demonstrated ability to effectively lead and manage staff • Experience developing and implementing organisation wide strategies and managing change.
<p>Knowledge, skills and attributes Desirable</p>	<ul style="list-style-type: none"> • Demonstrated ability to effectively engage with media and public facing communications, including social media • Demonstrated experience in leading or supporting codesign activities and or working with people with lived experience of discrimination and stigma.