

Position Description



Policy Advisor

Purpose

The Policy Advisor is a skilled public policy professional who will work closely with the Director of Policy, Advocacy and Engagement, and the Policy Lead to help lead the organisation's policy development portfolio. They will deliver specific policy projects that seek lasting change for renters.

Organisation

Tenants Victoria is the leading voice for renters. We provide legal assistance to tenants and advocate and campaign for reform to residential tenancy law and practice. Through our education and training programs we support other community agencies to build capability to assist their clients.

Our client services assist tenants living in private rental, public and community housing, rooming houses and caravan park residents to maintain fair, secure, and dignified housing. We provide a tenancy law phone advice line, email advice, negotiation assistance, representation and advocacy. We also provide financial counselling services.

Objectives

1. **Policy Development:** prepare submissions and support the development of proactive positions, including by synthesising research and data from multiple sources, consulting with internal and external stakeholders, and the lived experience of renters.
2. **Stakeholder Engagement:** engage with internal and external stakeholders of Tenants Victoria for information and advice on projects, policy and advocacy priorities.
3. **Advocacy Campaign Planning and Support:** contribute to initiatives that support decision makers and the Victorian community to understand Tenants Victoria's advocacy messages, including supporting our media advisor to identify key points for media releases, draft reports, identifying case studies, support the development of key messages, or organising events.

Key responsibilities

The key duties of the position include but are not limited to the following:

- Identify and analyse policy challenges in priority areas with a focus on shaping practical policy solutions relevant to Victorian renters.
- Monitor and analyse policy and provide high quality advice on key developments in law and social policy relevant to renters, including drafting responses to law reform consultations and inquiries.
- Work collaboratively with internal stakeholders to ensure the organisation's service delivery is informing the organisation's policy positions and systemic advocacy, and policy positions are informed by the latest research from multiple sources and the lived experience of renters.

Participate in the development and implementation of advocacy strategies, including support the development of messaging, campaign documents, and supporting the development of media stories.

- Contribute to the preparation of submissions to government and parliamentary inquiries so that Tenants Victoria continues to be recognised as a key stakeholder and subject matter expert in housing issues.
- Liaise with external stakeholders, and consult with renters to inform our policy positions, and support our advocacy strategies.
- Represent Tenants Victoria’s policy and advocacy positions in meetings with external stakeholders.
- Undertake other relevant duties as needed.

General duties

- Work collaboratively with staff members to advance the organisation.
- Assist with continuous improvement of Tenants Victoria.
- Participate effectively in Tenants Victoria planning initiatives, policy & procedure development, and strategic projects as needed.
- Develop and strengthen networks, engage the support and involvement of a range of individuals and organisations.
- Participate in meetings (internal and external), as needed.
- Commitment to the purpose and values of Tenants Victoria.
- Other duties as directed.

Key Selection Criteria

<p>Required skills, knowledge & attributes</p>	<p>The following skills, knowledge and attributes are required:</p> <ul style="list-style-type: none"> • Highly developed skills in research, policy analysis, with the ability to interpret data and translate findings into practical operational insights. • Excellent written communication skills, including the ability to produce clear jargon-free policy documents. • Strong conceptual, analytical and problem-solving skills. • Sound understanding of government policy making and implementation processes, as well as parliamentary frameworks. • Strong project management skills with proven ability to meet deadlines and manage competing priorities. • Highly motivated with excellent verbal and interpersonal communication skills that support working relationships. • Well-developed stakeholder management and policy consultation skills. • Proven ability to engage stakeholders using a collaborative and solutions-focused approach. • A commitment to Tenants Victoria’s strategy, vision and values, and an interest in social justice and housing issues.
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Mandatory	Higher Education qualifications in relevant discipline, public policy, political science, or a related discipline. All staff must undertake a Police Check and Working with Children check prior to employment.
Desirable Skills and Experience	<ul style="list-style-type: none"> • Experience in social research • Demonstrated experience in or knowledge of tenancy law, housing policy or issues facing renters in Victoria • Experience writing law reform submissions, reports and presentations • Advocacy experience • Experience in lived experience consultation

Employment conditions

Type	Full Time
Hours	38 hours per week / 5 days per week
Contract Length (if applicable)	Permanent
Reports to:	Director of Policy, Advocacy and Engagement
Location	Level 6, 225 Bourke Street Melbourne
Classification	Salary equivalent to Social, Community, Home Care and Disability Services (SCHADS) Award Level 5.1.
Salary & conditions	<p>\$110,320.08 plus 12% employer contribution to superannuation. As per the relevant Multi-Enterprise Agreement.</p> <p>Generous salary packaging available, together with annual leave loading, bonus leave over Christmas to New Years, and other benefits as per the Multi-Enterprise Agreement.</p>

This position description outlines the current responsibilities of the position. These will be reviewed regularly with the staff member and are subject to change according to the needs and priorities of Tenancy Victoria.