

DIRECTOR – POLICY AND STRATEGY, POSITION DESCRIPTION

Position Title	Director – Policy and Strategy
Portfolio/Team	Policy and Strategy
Reports to	Executive Director
Location	This position is remotely based, with occasional travel to the office at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	Up to four
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a representative body of more than 80 Aboriginal and Torres Strait Islander community controlled peak organisations and members who have come together to Close the Gap, in partnership with Australian governments.

We share a belief that Aboriginal and Torres Strait Islander people should have a meaningful say on policies and programs related to Closing the Gap through formal partnerships with Australian governments at all levels.

The Peaks Policy and Secretariat Team supports the work of the Coalition of Peaks, providing high level and comprehensive policy and strategic advice to Peaks Members, to support the implementation and monitoring of actions in the Partnership Agreement and National Agreement on Closing the Gap.

The Policy and Strategy team leads policy reform agendas to develop legislation, policies, programs and practices to drive better outcomes for Aboriginal and Torres Strait Islander peoples in line with the National Agreement on Closing the Gap.

THE ROLE

The Director, Policy and Strategy, manages a small team to deliver high-level, evidence-informed policy analysis and advice relating to the Coalition of Peaks' objectives. Within the Coalition of Peaks Policy and Secretariat, Directors collaborate closely with each other and with the Executive Director as part of the leadership team, actively engaging with a diverse range of stakeholders including Coalition of Peaks Members and Australian governments.

KEY DUTIES

The main duties include, but are not limited to:

- Leading, reviewing and undertaking detailed policy analysis and development to provide high-quality, evidence-based policy advice and guidance to the Coalition of Peaks.
- Leading, writing and editing policy and research reports, submissions, internal and external briefings, presentations and/or media statements.
- Providing strategic direction and leadership to teams in the development of policy, research and analysis deliverables.
- Providing high quality secretariat and strategic policy advice and guidance to enable the Coalition of Peaks to effectively participate in National Agreement on Closing the Gap governance structures including Joint Council and Partnership Working Group.
- Leading and providing strategic oversight of policy projects and initiatives to drive government implementation of the National Agreement on Closing the Gap and that Aboriginal and Torres Strait Islander peoples are prioritised in government policies, strategies and frameworks.
- Supporting the Lead Convenor, Deputy Lead Convenors and other Coalition of Peaks members to engage in high-level and strategic policy engagement and reform processes.
- Translating policy and research into accessible resources and information for Coalition of Peaks member services and key stakeholders.
- Establishing and maintaining ongoing relationships with key partners, stakeholders and Peaks Member Organisations.
- Representing the Peaks Secretariat and/or Peaks members at external meetings and forums, effectively advocating and communicating their views, priorities, and strategic interests as required.
- Providing leadership and supervision to team members to foster positive team cohesion, management, and motivation.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Performing other duties as requested to support organisational objectives, consistent with the position.

EXPECTED BEHAVIOURS

- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

SELECTION CRITERIA

- A minimum of 7 years of policy, research and/or advocacy experience.
- Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
- Demonstrated understanding of the National Agreement on Closing the Gap and its implementation.
- Extensive experience providing high quality, evidence-based, strategic policy advice and analysis to influence decision-making and/or drive policy reform.
- Demonstrated experience engaging effectively with Aboriginal and Torres Strait Islander people, leaders and communities within a policy context.
- Demonstrated people management skills including the ability to lead a small team in a complex and changing environment.
- Demonstrated ability to establish and maintain effective and collaborative partnerships with senior leaders across both internal and external settings.
- Excellent written and verbal communication skills including being able to communicate complex information clearly and simply to a range of audiences.
- Demonstrated sound judgement in decision-making in complex policy environments.
- Demonstrated high level of integrity, personal drive, and the ability to work creatively and collaboratively as a team leader and member.