

POSITION DESCRIPTION

Position	Executive Manager, Policy, Development & Research
Job Family	Executive
Level	Executive Manager
Unit	Policy, Development and Research
Reporting to	Chief Executive Officer
Location	North Sydney
Salary	Negotiable
Position Statement	This position provides senior policy, research and strategic advice and direction to the CEO in accordance with Carers NSW strategic directions, drives the development and funding of programs and initiatives including applications, budgets and work plans. Leads strategic stakeholder engagement across government and the sector, coordinates Carers NSW submissions and briefings to State and Federal Government and oversees a range of programs and projects across the organisation.

Our Vision & Values

Vision

Our vision is for an Australia that values and supports all carers.

Values

Our work reflects our values of:

- Carer focus
- Respect
- Openness & Inclusivity
- Accountability

Position Purpose

The Executive Manager, Policy, Development & Research provides senior strategic leadership across Carers NSW's policy, research and program development functions and is a key advisor to the CEO and member of the Executive Management team. This role shapes Carers NSW's policy positions and evidence base, builds government and sector relationships at the highest level, and drives the development and funding of programs, initiatives and statewide projects. This role contributes directly to Carers NSW's Strategic Direction across all pillars of the Business Plan.

Position Requirements

Key Result Area	Key Accountabilities
Executive Management	• Work with the CEO and as part of the Executive Management team

Key Result Area	Key Accountabilities
	• Actively contribute to the strategy, direction, operation, analysis and evaluation of the organisation • Participate and contribute to the development of Strategic Plans, Business Plans and Budgets • Contribute to the development and review of quality improvement guidelines for Carers NSW
Policy Analysis and Development	• Lead and contribute to research and policy analysis on carer issues in accordance with the Carers NSW Business Plan • Advise the CEO on new and existing State and Australian Government carer policies and initiatives • Liaise with the Carers NSW Management team and provide advice and support in relation to carer participation and representation across their programs and with their stakeholders as required • Develop and deliver conference presentations to promote carer issues and support needs • Develop articles for journals and other publications on carers and Carers NSW programs • Identify recurring issues affecting carers and develop appropriate policy responses as required • Initiate and coordinate agenda papers/submissions, discussion papers, reports and briefings as required • Identify new funding opportunities and lead funding submission preparation • Attend forums and meetings to represent Carers NSW's policy position when required • Participate in the National Carer Network National Policy Advisory Group • Coordinate and prepare information on carer policy and programs for Carers NSW publications, including Carers News digital and print newsletters and social media • In consultation with the CEO, liaise with government and non-government organisations to ensure carers are considered in policy development and program delivery
Research and Development	• Coordinate Carers NSW Research team activities in line with strategic directions, in consultation with the CEO • Identify and prioritise relevant research topics and funding opportunities • Initiate and coordinate participation in research partnerships to further Carers NSW strategic direction • Advise the CEO and other staff on collected carer-related data and research • Provide specialist advice on identified gaps in government policies and programs that do not adequately respond to carer issues • Oversee delivery of the Carer Knowledge Exchange activities
Governance and Documentation	• Support and coordinate contract requirements and reporting • Maintain relationships with funding and contract managers with budgetary oversights

Key Result Area	Key Accountabilities
	• Leadership on commissioning activities and evaluation of programs and projects • Supporting Strategic Plan Priority projects and participation in Working Groups • Ensure accurate records of policy positions, submissions, research outputs and stakeholder engagement are maintained • Collect and manage data in accordance with legislated mandatory reporting and privacy laws • Prepare Board and CEO-level reporting on policy, research and project activity as required
Support and Supervision	• Responsible for the overall management of the Policy, Research and Community & Sector engagement projects • Coordinate individual work planning and work plan review with all staff in the team of responsibility, in consultation with the CEO • Monitor the performance of all direct reports on a regular basis and maximise productivity through effective management of time and resources • Conduct annual performance reviews and performance management of staff where necessary, in consultation with the CEO • Work with staff to develop professional development plans, and provide regular supervision, maintaining appropriate records • Promote a team environment where working relationships are clearly defined and any difficulties are resolved promptly

Capabilities

This section is drawn from the Carers NSW Capability Framework. It defines the behaviours and skills expected of this role, structured as Universal Capabilities (expected of every employee) and Functional Capabilities (specific to this role's Job Family and level).

Universal Capabilities

Capability	Description & Expected Behaviour at this Level
Commitment to Carers NSW Mission & Values	<i>Understands and actively supports the Carers NSW mission, vision, and strategic direction. Models the organisation's values in all interactions.</i> Champions the mission externally; shapes culture and strategy to reflect organisational values.
Diversity, Equity & Inclusion	<i>Recognises and respects the rights and diversity of all people. Committed to social justice, inclusion and culturally safe practice.</i> Leads inclusive practice; advocates for systemic change to advance equity for carers.
Work Health & Safety	<i>Understands and complies with WHS legislation. Takes reasonable care for self and others; reports hazards and participates in safety improvement.</i> Sets WHS standards across the organisation; ensures frameworks are robust and embedded.

Capability	Description & Expected Behaviour at this Level
Quality Improvement & Compliance	<i>Committed to continuous improvement; understands and complies with Carers NSW policies, procedures and legislative requirements.</i> Designs and embeds quality frameworks; leads compliance culture across the organisation.
Data, Privacy & Mandatory Reporting	<i>Understands obligations around data collection, privacy legislation and mandatory reporting. Manages information responsibly.</i> Oversees data governance frameworks; ensures organisation-wide privacy and reporting compliance.
Professional Development	<i>Actively engages in learning and development. Maintains currency of knowledge relevant to role and sector.</i> Champions a learning culture; builds organisational capability through development investment.

Functional Capabilities

Job Family: Executive
1. Strategic Policy & Research Leadership 2. Executive Government & Stakeholder Relations 3. Statewide Program and Project Oversight 4. Organisational Strategy, Governance & Business Planning 5. Team & Organisational Capability Leadership

Selection Criteria

Essential Qualities	• Qualifications in Social or Political Science, Public Health or other relevant areas • High level management skills including strategic planning, project management, budget oversight, team management and supervision • Extensive experience in policy development, including the ability to manage complex, high-profile policy issues • Excellent analytical and problem-solving skills • Demonstrated ability to represent Carers NSW's policy positions and speak publicly, including at a senior/executive level • Proven track record building effective relationships with government, non-government and community organisations at a senior level • High level verbal and written communication skills, with demonstrated experience in policy development and report writing to a high standard • Knowledge of the role of key stakeholders, including State and Australian Governments • Advanced computer and word processing skills • High level quantitative and qualitative research skills
Desirable Qualities	• Previous experience in the not-for-profit sector • Relevant experience working in ageing, disability, carer or health-related areas

	Understanding of the needs of specific carer population groups, including young carers and CALD carers
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Compliance Checks Required

Working with Children Check	Yes
National Police Check	Yes
Driver's Licence	No
First Aid Certificate	No

Note: The duties listed in this position description may not be all-encompassing. Employees may be required to perform other reasonable duties as requested.

Approved by	[Insert Manager name and title]
Approval date	[Insert date]

I have read and understand the requirements of this role as described in this document.

Employee Signature _____ Date _____