

POSITION DESCRIPTION

Position	Manager, Policy and Development
Job Family	Policy & Advocacy
Level	Manager / Senior Practitioner (L7) — operational working-leader profile combining personal policy delivery with team supervision
Unit	Policy, Development & Research Unit
Reporting to	Executive Manager, Policy, Development & Research
Location	North Sydney
Award	SCHADS Level 7
Position Statement	This position is an operational policy role responsible for undertaking and delivering Carers NSW's policy analysis, submissions, discussion papers, briefings and advocacy activities, while leading and supervising the Policy team, in accordance with Carers NSW's strategic directions.

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 Manager, Policy and Development is an operational leader responsible for development and delivery of Carers NSW's policy submissions, discussion papers, briefings and advocacy materials, in addition to leading and supervising the Policy team. The role provides complex policy and advocacy advice to the Executive Manager, Policy, Development & Research, coordinates Carers NSW's policy responses to State and Federal Government and builds the capability of the Policy team to deliver high quality outputs. This role contributes to Carers NSW's Strategic Direction of informed and supported carers and effective systemic advocacy.

Position Requirements

Key Result Area	Key Accountabilities
Policy Analysis, Development & Submissions	• Personally undertake and lead policy analysis and evidence-based advocacy on carer issues, in accordance with the Carers NSW Business Plan and as directed by the Executive Manager, Policy, Development & Research

Key Result Area	Key Accountabilities
	• Personally draft and deliver agenda papers, submissions, discussion papers, reports and briefings to State and Australian Government and other stakeholders, coordinating input from the Policy team as required • Advise the Executive Manager, Policy, Development & Research on new and existing State and Australian Government carer policies and initiatives • Identify recurring issues affecting carers and personally develop, write and contribute appropriate policy responses • Identify new funding opportunities and personally prepare or contribute to funding submission preparation • Develop and deliver conference presentations, and write journal articles and other publications, to promote carer issues and Carers NSW's policy positions • Liaise with Carers NSW program managers and provide advice and support in relation to carer participation and representation across their programs and with their stakeholders as required • Escalate complex, sensitive or high-profile policy matters to the Executive Manager promptly • Recruit, support, coordinate and oversee carer participation in advocacy and representative opportunities
Stakeholder Engagement & Advocacy	• Develop and maintain strong relationships with government and non-government organisations to support a collaborative approach to carer related matters, while proactively initiating and advancing informed, evidence-based proposals for State and Australian Government carer policy and legislative reform • Attend forums and meetings, and participate in the National Carer Network National Policy Advisory Group activities, to represent Carers NSW's policy position • Oversee the coordination of Policy team working groups • In consultation with the Executive Manager, liaise with government and non-government organisations to ensure carers are considered in policy development and program delivery • Prepare information on carer policy and programs for Carers NSW publications, including Carers NSW eNews and Carers News
Projects	• Personally deliver and coordinate new or one-off carer projects within the Policy and Research team • Participate in and contribute to funding submissions and other cross-organisational projects as required
Team Leadership & Supervision	• Lead and supervise the Policy team, personally modelling high-quality policy output while building the team's capacity to meet deliverables • Coordinate individual work planning and work plan review with all staff in the team of responsibility, in consultation with the Executive Manager

Key Result Area	Key Accountabilities
	• 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 manage performance issues where necessary, in consultation with the Executive Manager • 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
Governance, Documentation and Computer Work	• Supporting development of project plans and activity work plans • Coordinating, supporting and completing contract reporting requirements • Maintain accurate records of policy positions, submissions, research outputs and stakeholder engagement • Collect and manage data in accordance with legislated mandatory reporting and privacy laws • Prepare reporting on Policy team outputs and progress against the Business Plan as required

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> Proactively communicates and promotes mission and values to stakeholders; links own work to strategic goals.
Diversity, Equity & Inclusion	<i>Recognises and respects the rights and diversity of all people. Committed to social justice, inclusion and culturally safe practice.</i> Adapts approaches to meet the needs of diverse populations including ATSI, CALD, LGBTIQ+ and rural 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> Actively promotes WHS culture in team; assesses and manages risks for activities.
Quality Improvement & Compliance	<i>Committed to continuous improvement; understands and complies with Carers NSW policies, procedures and legislative requirements.</i>

Capability	Description & Expected Behaviour at this Level
	Identifies and implements improvements; ensures team meets compliance obligations.
Data, Privacy & Mandatory Reporting	<i>Understands obligations around data collection, privacy legislation and mandatory reporting. Manages information responsibly.</i> Manages data systems; trains others in privacy obligations; ensures compliance.
Professional Development	<i>Actively engages in learning and development. Maintains currency of knowledge relevant to role and sector.</i> Identifies own learning needs; contributes to team development; mentors peers.

Functional Capabilities

Job Family: Policy & Advocacy
1. Policy Analysis, Research & Evidence-Based Advocacy 2. Government & Stakeholder Relations 3. Policy Submission, Report & Briefing Writing 4. Program & Project Coordination 5. Team Leadership & Capability Development

Selection Criteria

Essential Qualities	• Qualifications in Social or Political Science, Public Health or other relevant areas • High level management skills including project management, oversight of budgets and resourcing and team management • Extensive experience personally researching, analysing and writing complex policy submissions, discussion papers, reports and briefings to a high standard and under tight timeframes • Excellent analytical and problem-solving skills • Demonstrated ability to represent Carers NSW's policy positions and speak publicly • Proven track record liaising and building effective relationships with government, non-government and community organisations • High level verbal and written communication skills • Knowledge of the role of key stakeholders, including State and Australian Governments • Advanced computer and word processing 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

Compliance Checks Required

Working with Children Check	Yes
National Police Check	Yes
Driver's Licence	No
NDIS Worker Screening Check	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 _____