

Job Title:	Policy and Research Manager	Location:	Australia Wide
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 7
Reports to:	Policy and Research Director		
Primary Job Purpose			
The Policy and Research Manager supports the Policy and Research Director in the leadership and management of the Policy and Research team and serves as the key operational lead for the team's work program. The role is responsible for translating strategic priorities into operational plans, establishing effective systems, processes and ways of working, coordinating team resources and overseeing the delivery of policy, advocacy and research activities. The position provides expert policy and advocacy advice, leads significant projects and programs of work, manages key stakeholder relationships, and contributes to the development and continuous improvement of team strategy, performance and operational practices. The role operates with a high degree of autonomy and supports the Director to achieve organisational objectives and long-term strategic goals.			
Responsibilities			
• Support the Policy and Research Director in the leadership, management and operational delivery of the Policy and Research team's strategy, work plan and priorities. • Develop, lead and coordinate significant policy, advocacy and research projects and programs, including FARE’s program of work relating to harmful product marketing. • Establish, implement and continuously improve team processes, procedures and ways of working to support effective planning, collaboration and program delivery. • Coordinate workflow, priorities and resources across the Policy and Research team, including providing leadership, guidance and day-to-day coordination of staff. • Provide expert policy and advocacy advice, identify strategic opportunities for FARE’s engagement. • Oversee, develop, draft and review high-quality policy, advocacy and research outputs, including briefing papers, submissions, reports, correspondence and other publications. • Develop and maintain strategic relationships with key stakeholders, including people with lived experience, researchers, policymakers, government representatives and partner organisations. • Operationalise and embed the use of FARE's stakeholder relationship management system to strengthen stakeholder intelligence, engagement planning, reporting and relationship management practices. • Collaborate with the Communications team to develop and deliver integrated advocacy, media, stakeholder engagement and digital communication activities that advance FARE's policy and advocacy objectives. • Manage relevant funding agreements, partnerships and contracts to ensure delivery of agreed outcomes and obligations. • Perform other duties reasonably required by the CEO and/or Policy and Research Director. • Apply the principles and practices of FARE and comply with the organisation's Values, Code of Conduct and policies. • Adhere to all requirements under Work Health and Safety legislation and promote a safe and healthy workplace for all staff.			
People Management	The position may have direct reports.		
Budget Management	The position will manage the budget for funding related to a program of work on harmful product marketing.		

Capabilities			
Qualifications/ Experience		• Academic qualifications in public health, social science, public policy or other relevant subject areas. • A minimum of 5 years professional experience working across public policy development, evidence synthesis, advocacy strategy development, government relations and stakeholder engagement. • Experience leading, supervising or coordinating others, including establishing outcomes, coordinating work programs and priorities and providing mentorship and constructive feedback. • Demonstrated experience providing expert advice to achieve policy and advocacy objectives that align with organisational strategy. • Demonstrated capacity to manage complex projects, prioritise competing demands and collaborate effectively with diverse internal and external stakeholders. • Experience in project and contract management.	
Knowledge/ Skills		• Ability to lead, coach and support team members to achieve shared objectives by operationalising strategic priorities into clear work plans, deliverables and performance outcomes. • Ability to appraise research evidence and synthesise complex information and evidence into clear summaries and recommendations • Understanding of and experience with parliamentary and government policy processes. • Demonstrated ability to conceptualise and draft high-quality, persuasive written materials including policy positions, reports, briefing papers and submissions to government. • Strong interpersonal and communication skills, adaptable to many stakeholder settings. • Ability to collaborate with other teams within the organisation and identify opportunities for improvement. • Demonstrated ability to set goals, work programs, timelines and work autonomously. • Knowledge of public health or social policy approaches highly desirable.	
Personal Attributes		• Ability to manage conflicting priorities within a dynamic environment. • Values-based and outcomes focused. • Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility. • Demonstrated commitment to continuing professional and personal development.	
Last review/update:		Aimee Brownbill	Date: August 2026
Approved By:		Robyn Gawenda	Date: August 2026