



Good Shepherd

Australia New Zealand

Position Description

Title	Policy and Advocacy Adviser
Reports to	Head of Social Policy
Direct Reports	Nil
Classification and Salary	SCHCADS Level 6.1, \$88,030 per annum + super. Salary Packaging available
Employment Status	Ongoing, Full-time (Part-time negotiable)
Primary Location	Melbourne or Sydney (negotiable)
Date	July 2020
Good Shepherd Australia New Zealand (GSANZ)	
<p>Our three-year strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.</p> <p>We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, parenting programs and playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.</p>	
Role Context	
<p>The Social Policy team is part of the wider Service and Strategy Impact Division—and undertakes work externally under the banner of the Women’s Research, Advocacy and Policy (WRAP) Centre.</p> <p>The Social Policy team works in collaboration with both the research team within the Service and Strategy Impact Division and the Partnerships, Advocacy and Network Development Division. The Social Policy team works to address the underlying structural causes of injustice and inequality. This is achieved through a range of research, policy development and advocacy activities. Policy advocacy at Good Shepherd is independent and nonpartisan.</p>	
Role Purpose	
<p>The Policy and Advocacy Adviser contributes to policy development and advocacy activity, including the provision of high level policy advice, stakeholder engagement and advocacy across the organisation’s priority areas. This position acts as a key contact for collaborations with government, non-government organisations, peak bodies and other stakeholders.</p> <p>The role may involve the coordination of projects and events which contribute to the overall strategic direction of the social policy agenda for the organisation; which includes a focus on addressing economic abuse and financial inclusion and wellbeing; safety and gender based violence; homelessness and housing for older women; mental health and gender equality, including applying a gender lens over social policy.</p>	
Key Responsibilities	
<ul style="list-style-type: none">Identify and analyse emerging policy issues in priority areas with a focus on influencing social policy advice and recommendations.	

- Participate in the development and implementation of advocacy strategies and tactics. Identify effective, measurable outcomes.
- Understand State, Territory and Federal Government policy cycles and approaches, identifying opportunities for Good Shepherd to influence and contribute to policy development and systemic change through these channels.
- Develop policy submissions, statements, briefing notes, reports, blogs, letters and speaking notes.
- Maintain and develop collaborative internal and external stakeholder relationships to effect change.
- Track all policy and stakeholder activity.
- Develop communication material for a variety of channels, including website and social media, to translate knowledge and extend influence, including collaborating with GSA NZ communications staff on advocacy campaigns.
- Coordinate projects and events as required and directed by the Head of Social Policy.
- Contribute to the strategic direction of the team, including the development of Good Shepherd's unique voice in policy matters, and advice and capacity building across the organisation as required.
- Represent the Social Policy team at both internal and external meetings and speaking engagements.
- Support senior policy and research staff in areas of expertise, including associated coordination and administrative duties
- Ensure work is informed by the voices of those impacted by public policy, including client and practitioner experience.

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service in line with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd 's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times

- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Formal qualifications in social policy, social science, law, economics or other relevant discipline
- Experience working in policy and advocacy within the community sector, peak body, government department or statutory authority
- A satisfactory Police Check
- A current Working with Children's Check (WWCC)

Key Selection Criteria

Essential

1. Experience working in policy and advocacy within the community sector, a peak body, government department or statutory authority, including demonstrated contributions to policy formulation.
2. Knowledge of the social and political climate in the one or more Good Shepherd priority areas.
3. Knowledge of public policy cycles, including public policy institutions and instruments.
4. High level strategic thinking, conceptual agility and analytical skills, including the proven ability to map current trends and issues and contribute to new initiatives.
5. High level writing and editing skills that can be applied to a range of documentation, with attention to detail and a low error rate.
6. Highly developed interpersonal and diplomacy skills, including relationship management skills and the proven ability to communicate with diverse stakeholders with competing agendas, handle sensitive issues, and work both independently and as part of a team.
7. High level communication and knowledge translation skills with the proven ability to develop content across a variety of channels for different audiences, as well as facilitation and presentation skills.
8. Excellent organisational skills with flexibility to reprioritize to manage competing demands and meet deadlines, and resilience in the face of change.
9. Demonstrated alignment with the Good Shepherd values and network mission.

Desirable

- Postgraduate qualification in a relevant discipline

- Subject matter expertise in financial inclusion and wellbeing, economic abuse, homelessness, mental health, gender equality

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

- Value of each person
- Reconciliation
- Justice
- Zeal
- Audacity

Additional Information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current Police Record Check
- A current Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.