

Position Description

Policy and Advocacy Advisor

Job Title	Policy and Advocacy Advisor		
Reports to:	Policy Manager		
Business Unit	Policy, Communications and Engagement Unit	Team	Policy Team
Contract Type	12 month fixed term contract (0.8 - 1.0 EFT: Negotiable) DVVic Level 6.1 (as per DV Vic Enterprise Agreement 2017) Hourly rate: \$51.18 Annual salary (pro rata): \$101,132 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
Primary Purpose of this Position			
<p>Safe and Equal plays a leadership role in designing and influencing innovative policy to prevent and respond to family violence, as well as building workforce capability and representing the specialist family violence sector in a range of contexts.</p> <p>While the scope of our policy and advocacy activity in recent years has been very broad, in response to the sweeping reforms emerging from the Victorian Royal Commission into Family Violence, over the last 18 months Safe and Equal has worked with the specialist family violence sector to define our own agenda – expanding beyond current government priorities. We are now in the process of consolidating and refining our policy platform and embedding strategic, proactive advocacy approaches to drive systemic and social change.</p> <p>The Policy and Advocacy Advisor is a newly re-oriented position, which will play a key role in devising and executing strategic plans for advancing key policy changes in line with the organisation’s advocacy strategy and based on evidence, practice expertise and lived experience.</p> <p>The Policy Team is one of three teams within the Policy, Communications and Engagement Unit at Safe and Equal. The person in this role will work closely with colleagues across the organisation as well as the broader PCE Unit, to develop and deliver strategic and effective policy advice, messaging and advocacy activity with a view to effecting systems-level change on behalf of the family violence sector and all people experiencing or at risk of family violence.</p>			
Scope			
Direct Reports		Indirect Reports	
Nil		Nil	
Key Relationships			

All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values	
Internal	External
<p>Teams across all four units, including:</p> <ul style="list-style-type: none"> • Operations, Quality and Governance • Sector Development • Primary Prevention • Policy, Communications and Engagement 	<p>Specialist family violence sector</p> <p>Members of Safe and Equal</p>
Key Responsibilities	% of job
<p>Policy analysis and development</p> <ul style="list-style-type: none"> • In collaboration with the Policy Manager and broader team, analyse identified policy issues and develop relevant, concise and timely positioning, messaging and advice, informed by proactive engagement with evidence, practice expertise and lived experience • In line with the Safe and Equal Strategic Plan and Advocacy Strategy, develop and execute advocacy plans designed to effect specific systemic changes • Support Safe and Equal members, staff, stakeholders and the general public to contribute to effective policy development and reform processes • Undertake desktop research and consultation to produce written briefings, position papers, reports and proposals on relevant and evolving issues • Prepare submissions and responses to relevant consultation processes on behalf of Safe and Equal and the Victorian specialist family violence sector • Maintain awareness of emerging issues, evidence and data around family and gender-based violence • Provide policy and advocacy advice, briefing materials and capability building to internal stakeholders and members • Support media and public engagement through preparing briefing materials, messaging, speaking notes, etc. • Provide coordination and secretariat support for member engagement structures and networks as required 	55%
<p>Stakeholder engagement and communication</p> <ul style="list-style-type: none"> • Engage with and consult the specialist family violence sector, survivor advocates, and allied organisations and sector peaks to shape and inform Safe and Equal positioning and approaches • Progress Safe and Equal's positioning through consulting, negotiating with and influencing internal and external stakeholders • Establish and maintain relationships with experts, policy makers and other influential stakeholders relevant to the policy issues within the Advisor's portfolio • Present on relevant positioning and advocacy approaches to internal and external stakeholders • Support strategic, collaborative relationships with state and federal government agencies and departments 	35%

<ul style="list-style-type: none"> • Represent Safe and Equal and our members on advisory groups, reference groups, forums, networks and meetings, as required 	
<p>Project Support</p> <ul style="list-style-type: none"> • Contribute to the design and development of project proposals in line with Safe and Equal’s strategic priorities • Provide advice and support for specific projects as required 	<p><i>10% of job</i></p>
<p>Organisational Context</p>	
<p>The way we work at Safe and Equal</p> <p>All employees at Safe and Equal are expected to work in a way that supports the organisational values:</p> <ul style="list-style-type: none"> • We are accountable, act ethically and have integrity. • We are independent, expert and trusted. • We are curious and courageous, we learn, and from this we create opportunities. • We work with care, kindness and compassion. • We create our own future. • We strive for gender equity and a socially just world. <p>Diversity and Inclusion</p> <p>Safe and Equal recognises the value and expertise of people from diverse communities and acknowledges the importance of centring the voice of lived experience. We strongly encourage applicants who are Aboriginal and Torres Strait Islander, culturally, religiously and linguistically diverse, young people, older people, women, people who have experienced family violence, and people who identify as gay, lesbian, bisexual, transgender and gender diverse, intersex, queer or asexual.</p> <p>We provide flexible work arrangements, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.</p> <p>Strategic alignment</p> <p>Pro-actively work in a way that directly supports Safe and Equal strategic objectives</p> <p>Workplace Health and Safety (WH&S)</p> <p>Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process</p> <p>Manage risk</p> <p>Actively manage risks by working within the organisation governance framework and complying with organisational polices, procedures and escalating when required.</p> <p>Organisational Expectations</p> <ul style="list-style-type: none"> • Work within and contribute to a culture based on an intersectional feminist framework, as set out in the Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities. • Adhere to Safe and Equal’s values in all internal activity and when representing the organisation 	

- Participate in, and contribute to, staff meetings/events/celebrations
- Identify professional development needs and share new knowledge with others
- Support the development of new resources, policies and practice
- Adhere to all policies in the Safe and Equal Policy Manuals

The knowledge, skills, experience, qualifications and clearances required for this role are:

<p>Essential</p>	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (for example, public policy, social science, law reform, community development) or commensurate experience • At least 3 years' experience working in policy, advocacy, or social change, within the public or community sector • Lived experience, or an in-depth understanding, of the ways that gender inequality intersects with other forms of inequality and oppression to limit people's access to services, support, and safety • Experience in and aptitude for engaging and influencing diverse stakeholders, and building partnerships to progress advocacy into action and effect change • Understanding of the drivers, dynamics, and impacts of family and gender-based violence • Sophisticated analytical skills, including the ability to source, synthesise and critically evaluate evidence and data from diverse sources • Well-developed, proactive and creative problem-solving skills, including the ability to design innovative solutions and identify the necessary levers to get things done • Demonstrated experience in preparing high quality written communications in a variety of formats and for a broad range of audiences • Strong interpersonal and verbal communication skills, including presentation, consultation, and facilitation • Ability to work collaboratively as part of a close-knit team as well as independently, and to flexibly manage workload and competing demands
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience working in the specialist family violence sector and/or an understanding of family violence service delivery and practice • Experience working within a peak body setting • Knowledge of Victorian and Commonwealth policy and law informing responses to family violence • Experience in campaigning, advocacy and policy change processes
<p>Police Check</p>	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>
<p>Vaccination</p>	<p>Under the Public Order Act (COVID-19 Mandatory Vaccination (Workers) Directions) Safe and Equal is required for all staff to be fully vaccination to conduct work onsite. Safe and Equal are required to collect, record and hold employee proof of vaccination information.</p>