

Position Description

Policy and Advocacy Advisor

Job Title	Policy and Advocacy Advisor		
Reports to:	Policy Manager		
Portfolio:	Research, Evidence and Policy	Team:	Policy Team
Contract Type:	2 year fixed term contract (0.8 – 1.0 EFT negotiable) Safe and Equal Level 6.1 – \$56.15 per hour Annual Salary (pro rata): \$110,957 Salary sacrificing arrangements are offered within Australian Taxation Office guidelines Office Location: Carlton		
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 our members across the family violence continuum in a range of contexts.</p> <p>The Policy and Advocacy Advisor position sits within the Policy Team and covers policy and advocacy issues across the family and gender-based violence continuum, including primary prevention, early intervention, response and recovery, with a primary prevention portfolio and subject matter expertise.</p> <p>You will work closely with colleagues across the organisation, including Safe and Equal Executive, to develop and deliver strategic and effective policy advice, advocacy activity and research with a view to effecting systems-level and social change on behalf of members and all people experiencing or at risk of family and gender-based violence.</p>			
Scope			
<p>The Policy and Advocacy Advisor will work closely with other teams and units across Safe and Equal and stakeholders, including Safe and Equal members, allied services and survivor advocates to develop and coordinate policy and advocacy and activity in line with the organisation's strategic priorities.</p>			

You will maintain an awareness and understanding of contemporary policy issues affecting the primary prevention of gender-based violence, the family violence system and service delivery, and people experiencing family violence. You will provide timely and strategic advice to the Policy Manager, Executive Team and CEO about how to respond to government announcements and inquiries relevant to these issues and lead the development and coordination of these responses.

Direct Reports

Nil

Indirect Reports

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

Colleagues across all organisational units:

- Culture, Operations and Engagement
- Response, Policy and Evidence
- Prevention, Advocacy and Social Change

External

Safe and Equal member organisations
– Victorian specialist family violence services and prevention organisations

Other community service sector peaks

Government

Key Responsibilities

% of job

Proactive policy development and strategic advocacy

- In collaboration with the Policy Manager, broader team and Executive, 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 priorities, develop and execute strategies designed to effect specific systemic changes
- Support Safe and Equal employees, members, and other stakeholders to contribute to effective policy development and advocacy

35%

<ul style="list-style-type: none"> Undertake desktop research and consultation to produce written briefings, position papers, reports and proposals on relevant and evolving issues 	
Responsive analysis and advice <ul style="list-style-type: none"> Prepare submissions and responses to relevant consultation processes on behalf of Safe and Equal members 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. 	35%
Stakeholder engagement and communication <ul style="list-style-type: none"> Engage with and consult Safe and Equal members, 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 Present on relevant positioning and advocacy approaches to internal and external stakeholders Support strategic, collaborative relationships with state and federal government agencies and departments Represent Safe and Equal and our members on advisory groups, reference groups, forums, networks and meetings, as required 	20%
Project Support <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 	10%

Organisational Context

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

Expectations of Staff

Strategic alignment

Proactively work in a way that directly supports Safe and Equal's strategic objectives.

Workplace Health and Safety (WH&S)

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

Manage risk

Actively manage risks by working within the organisation's governance framework and complying with organisational policies, procedures and escalating when required.

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

Essential

- 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, within the public or community sector
- Primary prevention of family and gender-based violence subject matter expertise
- An in-depth understanding of the ways that gender inequality intersects with other forms of inequality 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
- 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

	<p>facilitation</p> <ul style="list-style-type: none"> • Ability to work collaboratively as part of a close-knit team as well as independently, and to flexibly manage workload and competing demands
Desirable	<ul style="list-style-type: none"> • Experience working within a peak body setting • Knowledge of Victorian and Commonwealth policy, frameworks and law informing approaches to preventing and responding to family violence • Experience in campaigning, advocacy and policy change processes
Police Check	<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>