

Policy and Advocacy Advisor



The purpose of this position

The **purpose** of this position is to contribute to a wide range of policy, research, project and advocacy initiatives to advance the mission of The Benevolent Society. You will engage with internal and external stakeholders to ensure this work reflects the needs and concerns of the organisation and those we serve.

About the position

- This position is within Future Directions directorate.
- This position **reports to** the Director, Policy and Advocacy.
- The position leads a team.
- The position is designated Band 5 under the ***Schedule of Authorities and Delegations***.
- The position is a: Budget holder Has designated revenue or billing targets.
- The position is a Team Specialist level of the Capability Framework.

Key areas of responsibility

- Carry out research and analysis regarding issues facing the not-for-profit sector and our clients and staff.
- Manage projects relating to policy development stakeholder engagement or events.
- Gather information from across the organisation and use it to draft submissions to government or relevant inquiries.
- Maintain an up-to-date understanding of key policy issues affecting the operation of the Benevolent Society and assist in keeping the broader organisation informed on these matters.
- Analyse and assimilate research and policy advice to support the development of advocacy strategies and campaigns.
- Work alongside partner organisations on areas of joint advocacy.
- Produce briefing paper reports and other collateral to support government engagement or advocacy work.
- Develop and manage external relationships with peer agencies and bureaucrats as required in collaboration with Director, Policy and Advocacy.

Capability Framework

The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#).

Key outcomes

When things are going well, we would expect to see these outcomes:

- Advocacy work reflects the needs and priorities of our services and the people we work with.
- The Benevolent Society is seen as a trustworthy and valuable voice in policy debates.
- The Benevolent Society can engage with decision-makers in a constructive way, in key areas of work.

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- Senior leaders and executives understand the purpose of our advocacy work and how it supports the organisation's mission.
- Executive and senior leaders are well briefed and aligned on key areas of public policy.
- Sector colleagues recognize The Benevolent Society as a valuable contributor to advocacy work.

Key Criteria

Essential

- Relevant tertiary qualifications.
- Strong written communication skills.
- Experience in social policy development.
- Understanding of and experience using effective influencing strategies within the Australian political environment.
- Strong project management experience.
- Strong research and analytical skills.
- Ability to engage and build rapport with a range of internal and external stakeholders.

People who know this position say that

People who know this position say the things that might make your day are:

- The whole organisation working together to drive policy change that will improve peoples' lives.
- Seeing policy and budget announcements aligned to the work you've contributed to.

People who know this position say some key challenges you might experience are:

- Competing priorities, timelines and levels in work.
- Status quo thinking in the sector and bureaucracy.
- Ensuring the organisation stays appropriately briefed and engaged with the work.
- Positioning the organisation as a serious player in seeking government policy change.
- Being heard above the noise on the issues.
- Gathering the information needed to produce high quality work, within a busy organisation.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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|-------------------------------------|---|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Overnight travel/stays. | <input checked="" type="checkbox"/> | Weekend work. |
| <input checked="" type="checkbox"/> | Travel between office locations/regions. | <input checked="" type="checkbox"/> | Evening work. |
| <input type="checkbox"/> | Travel to clients (varied locations). | <input type="checkbox"/> | Special event support. |
| <input checked="" type="checkbox"/> | Use of own registered, insured (comprehensive) motor vehicle. | <input checked="" type="checkbox"/> | Use of TBS pool cars. |

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Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Communications Team
- Operations Teams
- Director, Aboriginal and Torres Strait Islander Development
- Impact data and evaluation team

Outside The Benevolent Society:

- Peer agencies
- Government Staff – State and Federal