

<b>Job Title:</b>	Policy and Advocacy Advisor	<b>Location:</b>	Australia wide
<b>Team:</b>	Policy and Research	<b>Position Type:</b>	Full-time
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award 2010	<b>Award Level:</b>	Level 4
<b>Reports to:</b>	Policy and Research Director		
<b>Primary Job Purpose</b>			
<p>The purpose of this role is to support the Foundation’s work in advocating for changes to laws, policies and programs to prioritise the health and wellbeing of families and communities. The role includes undertaking policy analysis, drafting written materials, contributing to and operationalising advocacy plans and engaging with a range of senior government, ministerial and peak body stakeholders. The candidate will bring a degree of existing policy expertise in a relevant policy area.</p> <p>The Policy and Advocacy Advisor will be responsible for working within the Policy and Research Team to undertake analysis of ongoing and emerging research areas develop constructive policy solutions, draft policy documents, contribute to advocacy strategies, Work with other areas of the FARE team, including the communications team to disseminate FARE’s key messages.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Support the team in the delivery of consistent and effective high-quality policy outcomes.</li> <li>• Engage in advocacy, including providing input into advocacy strategies, meeting with decision-makers and preparing briefings.</li> <li>• Actively maintain a detailed knowledge of subject area to identify and respond to emerging issues within policy framework.</li> <li>• Ascertaining FARE’s policy and research requirements and supporting the delivery of consistent and high-quality policy and research outcomes.</li> <li>• Monitoring, organizing, aggregating, analyzing and synthesizing research and data that is relevant to FARE’s priority areas. This involves skills in both qualitative and quantitative research methods to determine the accuracy and reliability of data.</li> <li>• Synthesizing and presenting data in various formats, e.g.reports, briefs, charts and other required formats. Ensuring that FARE maintains a high level of data integrity by liaising with stakeholders involved in the collection of primary and secondary data. This ensures that research used by FARE is accurate and reliable and supports evidence-based decision-making in stakeholder engagement.</li> <li>• Working collaboratively with both internal and external stakeholders and utilizing strategic thinking to translate compelling research to support FARE’s policy priorities. This involves collaborating with the campaigns and communications team and engaging with external stakeholders, such as government, research firms and non-for-profit organizations to identify policy requirements and needs.</li> <li>• Identifying policy options and providing advice for policy reform that is relevant to FARE’s policy priorities. This involves identifying inconsistencies in current policies and advising on areas that require reform.</li> <li>• Evaluating existing social, health and economic policies, legislation, and regulation to provide policy recommendations. Part of the evaluation is identifying key trends and proactively driving and managing allocated key issues to reach agreed outcomes in consultation with team members.</li> <li>• Drafting high-quality written materials based on policy analysis. This includes policy positions, reports, briefing papers and submissions to government.</li> <li>• Evaluating the feasibility and impacts, such as political impacts, of proposing policy recommendations. The evaluation takes into consideration the alignment with FARE’s objectives and the interests of stakeholders.</li> </ul>			

<ul style="list-style-type: none"> <li>• Provide input to the Communications and Campaigns team on traditional and digital media and other communication outputs.</li> <li>• In partnership with the Policy and Research Director, develop and maintain strong stakeholder networks.</li> <li>• Perform other duties as directed by the CEO and/or Director of Policy and Research.</li> <li>• Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct.</li> <li>• Adhere to all the requirements of the Work Health &amp; Safety Act and Regulations, both personally and in relation to the other staff and the company in general.</li> </ul>			
<b>People Management</b>	The position has no direct line management responsibilities		
<b>Budget Management</b>	The position has no budgetary responsibilities		
<b>Capabilities</b>			
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years' experience in community or health policy coupled with relevant tertiary qualifications, or equivalent experience.</li> <li>• Demonstrated strong stakeholder management and engagement skills.</li> <li>• Knowledge of parliamentary and policy development cycles and processes.</li> <li>• Demonstrated ability to work with others across teams and at all levels.</li> <li>• Demonstrated communication skills, adaptable to the broader stakeholder group.</li> </ul>		
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Expertise in social or health policy, including knowledge of relevant legislation, and government policies in subject area.</li> <li>• Demonstrated knowledge of policy and political processes and government operations.</li> <li>• Strong persuasive communication ability, including fluency in a variety of written and verbal communication forms.</li> <li>• Ability to manage relationships with government entities, members of parliament, academics and stakeholders within the sector.</li> <li>• Strong planning and negotiation skills, and ability to exercise sound judgment.</li> <li>• Demonstrated ability to work with others across teams and at all levels.</li> <li>• Demonstrated ability to work productively to achieve results, with minimal supervision.</li> <li>• Knowledge in legal, public health or digital policy is desirable.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Values-based and outcomes focused.</li> <li>• Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility.</li> <li>• Demonstrated commitment to continuing professional and personal development.</li> </ul>		
<b>Reviewed By:</b>	Catherine Earl	<b>Date:</b>	
<b>Approved By:</b>	Ayla Chorley	<b>Date:</b>	14.06.2024
<b>Last Updated By:</b>	Ayla Chorley	<b>Date/Time:</b>	14.06.2024