

Job Title:	Senior Policy and Research Advisor	Location:	Australia wide
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 5
Reports to:	Policy and Research Director		
Primary Job Purpose			
<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 complex policy analysis, developing high quality written materials, contributing to advocacy strategy development and engaging with a range of senior government, ministerial and peak body stakeholders. The candidate will bring a high degree of existing policy expertise in a relevant policy area.</p> <p>The Senior Policy and Research Advisor will be responsible for working within the Policy and Research Team to undertake analysis of ongoing and emerging research areas, identify areas for investigation, analyse issues and evidence base, develop constructive policy solutions, draft policy documents, contribute to advocacy strategies, inform media and communications outputs and make recommendations to governments and other stakeholders.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Provide expert advice and support to guide the delivery of consistent and effective high-quality policy outcomes. • Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members. • Engage in advocacy, including providing input into advocacy strategies, meeting with decision makers and preparing briefings. • Actively maintain a detailed knowledge of subject area to identify and respond to emerging issues within policy framework. • Draft high quality written materials including policy positions, reports, and submissions to government. • Undertake analysis of ongoing and emerging research areas. • Provide input to the Communications and Campaigns team on traditional and digital media and other communication outputs. • Develop and maintain strong stakeholder networks. • Represent the organisation to a range of government, political and peak body stakeholders. • Perform other duties as directed by the CEO and/or Director of Policy and Research. • Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct. • Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct line management responsibilities		
Budget Management	The position has no budgetary responsibilities		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> • A minimum of 3 years’ experience in community or health policy coupled with relevant tertiary qualifications, or equivalent experience. • Demonstrated experience in planning and achieving advocacy outcomes. 		

	<ul style="list-style-type: none"> • Demonstrated strong stakeholder management and engagement skills. • Knowledge of parliamentary and policy development cycles and processes. • Demonstrated ability to work with others across teams and at all levels. • Demonstrated communication skills, adaptable to the broader stakeholder group. 		
Knowledge/ Skills	<ul style="list-style-type: none"> • Expertise in social or health policy, including knowledge of relevant legislation, and government policies in subject area. • Demonstrated knowledge of policy and political processes and government operations. • Strong persuasive communication ability, including fluency in a variety of written and verbal communication forms. • Ability to manage relationships with government entities, members of parliament, academics and stakeholders within the sector. • Strong planning and negotiation skills, and ability to exercise sound judgment. • Demonstrated ability to work with others across teams and at all levels. • Demonstrated ability to work productively to achieve results, with minimal supervision. • Knowledge in legal, public health or digital policy is desirable. 		
Personal Attributes	<ul style="list-style-type: none"> • Values-based and outcomes focused. • Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility. • Demonstrated commitment to continuing professional and personal development. 		
Reviewed By:	Caterina Giorgi	Date:	10/05/2023
Approved By:	Caterina Giorgi	Date:	11/05/2023
Last Updated By:	Ayla Chorley	Date/Time:	22/05/2024