

Job Title:	Policy and Advocacy Lead	Location:	Australia wide
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 6
Reports to:	Policy and Research Director		
Primary Job Purpose			
<p>The Policy and Advocacy Lead will be responsible for developing advocacy strategies, policy development, and stakeholder engagement activities in collaboration with the Policy and Research Director.</p> <p>The role will work with a high degree of autonomy and be required to develop and maintain relationships both internally and externally.</p> <p>The role includes undertaking complex policy tasks including rapid analysis of legislation and developing high quality written materials. It also includes the development and oversight of advocacy strategies.</p>			
Responsibilities			
<ul style="list-style-type: none"><li>Lead campaign planning with the Director Policy and Research, developing a program of work including key tactics to achieve advocacy goals over time.</li><li>Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members.</li><li>Support staff within the Policy and Research team to contribute to the program of work and help the Director coordinate workflow within the team.</li><li>Collaborate with the Communications team on traditional and digital media and other communication outputs that are developed to support advocacy strategies.</li><li>Map, engage and develop stakeholder relationships, particularly with government and political decision makers, and also with not-for-profit organisations, people with lived experience and researchers.</li><li>Draft and review high quality written publications including briefs, letters, submissions and research reports.</li><li>Represent the organisation at a range of forums, events, conferences and meetings.</li><li>Identify opportunities for funding for this program of work.</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>			
People Management	The position does not have direct reports.		
Budget Management	The position does not have budgetary responsibility.		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"><li>Professional experience in government relations, stakeholder engagement, policy and advocacy strategy development.</li></ul>		

	<ul style="list-style-type: none"> <li>• Academic qualifications in public policy, politics, health, epidemiology, statistics, or relevant experience.</li> <li>• Experience in political or parliamentary work environments highly desired.</li> <li>• Knowledge of domestic, family and sexual violence (DFSVM) and current approaches to evidence-based prevention and response highly desired.</li> <li>• Familiarity with systems-thinking or complexity-aware approaches to evaluation and strategy highly desired.</li> <li>• Demonstrated capacity to manage complex projects, coordinate teams, prioritise competing demands, and collaborate effectively with diverse internal and external stakeholders.</li> </ul>		
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of and experience with government policy processes.</li> <li>• Strong interpersonal and communication skills, adaptable to many stakeholder settings.</li> <li>• Ability to work with others across teams and at all levels, as well as developing workflow processes.</li> <li>• Ability to set goals and work productively with minimal supervision.</li> <li>• Experience in project and contract management.</li> <li>• Experience in data analysis and synthesis of data.</li> <li>• Ability to supervise and mentor staff to achieve shared objectives.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain strong and productive working relationships.</li> <li>• Ability to manage conflicting priorities within a dynamic environment.</li> <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>		
Reviewed By:	Catherine Earl	Date:	10/06/2025
Approved By:	Ayla Chorley	Date:	10/06/2025
Last Updated By:	Catherine Earl	Date/Time:	10/06/2025