



FARE Position Description

Job Title:	Policy and Advocacy Lead	Location:	National
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"> • 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. • Draft and review high quality written publications including briefs, letters, submissions and research reports. • Support staff within the Policy and Research team to contribute to the program of work and help the Director coordinate workflow within the team. • Collaborate with the Communications team on traditional and digital media and other communication outputs that are developed to support advocacy strategies. • Represent the organisation at a range of forums, events, conferences and meetings. • Identify opportunities for funding for this program of work. • Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members. • Contribute to the strategic advocacy activities of the organisation. • 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. • Perform other duties as directed by the CEO. • Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct. 			
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"> • Professional experience in government relations, stakeholder engagement, policy and advocacy strategy development, research program delivery and staff supervision. 		

	<ul style="list-style-type: none"> • Academic qualifications in public policy, politics, health, epidemiology, statistics, or other relevant subject area. • Experience in political or parliamentary work environments highly desired. • Experience in coordinating projects. 		
Knowledge/ Skills	<ul style="list-style-type: none"> • Understanding of an experience with government policy processes. • Strong interpersonal and communication skills, adaptable to many stakeholder settings. • Ability to work with others across teams and at all levels, as well as developing workflow processes. • Ability to set goals and work productively with minimal supervision. • Experience in project and contract management. • Experience in data analysis and synthesis of data. • Ability to supervise and mentor staff to achieve shared objectives. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to build and maintain strong and productive working relationships. • Ability to manage conflicting priorities within a dynamic environment. • 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:	Catherine Earl	Date:	20/3/2024
Approved By:	Caterina Giorgi	Date:	20/3/2024
Last Updated By:	Catherine Earl	Date/Time:	20/3/2024