



FARE Position Description

Job Title:	Policy and Research Director	Location:	Canberra
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 8
Reports to:	Chief Executive Officer		
Primary Job Purpose			
<p>The Policy and Research Director reports to the Chief Executive Officer and is a member of the Senior Leadership Team. The Policy and Research Director is responsible for overseeing policy development, advocacy, government relations and research. This role includes advising on policy priorities for the organisation and overseeing the development of policy, research, advocacy and government relations strategies to achieve policy outcomes.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Lead FARE’s Policy and Research Team, including managing a small team and coordinating workflow to achieve the organisation’s strategic policy objectives. • Oversee FARE’s policy development including identifying policy priorities, developing clear evidence-based policy positions. • Oversee, develop and review high quality written publications including briefs, letters, submissions, research reports. Work with the Communications and Campaigns team and the Projects and Partnerships team to effectively communicate research and policy positions in an effective manner to achieve policy outcomes. • Oversee FARE’s internal and external research. • Work collaboratively with the Communications and Campaigns Director to develop campaign and advocacy strategies to progress key policy priorities. • Develop FARE’s government relationships strategy and build relationships with decision makers in the public service and parliaments at the state, territory and national levels. • Manage and maintain strong stakeholder relationships including with people with lived experience of alcohol harm and organisations across the not-for-profit sector. • Represent the organisation in a range of forums to government, political and peak body stakeholders. • Support the work of other teams of FARE through the provisions of policy advice, research and strategic analysis. • Contribute to the implementation of FARE’s Strategic Plan and develop organisational operational plans with the CEO and other members of the Senior Leadership Team. • Mentor staff members, volunteers and interns. • Adhere to all 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 has 5 direct reports.		
Budget Management	The position oversees the budget for the policy and research components of the organisation.		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> • Tertiary qualifications in policy, public health, political science or a related field. • A minimum of 10 years’ experience in a relevant field with a successful track record of achieving policy outcomes. 		



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	<ul style="list-style-type: none">• A minimum 5 years' experience in leading a dynamic and highly skilled teams in a fast paced environment.		
Knowledge/ Skills	<ul style="list-style-type: none">• Strong stakeholder management and engagement skills.• Knowledge of parliamentary and policy development cycles and processes.• Demonstrated strong written and verbal communication skills.• Strong research and analytical skills.• Demonstrated ability to work with others across teams and at all levels.• Demonstrated ability to set goals and work productively with minimal supervision.		
Personal Attributes	<ul style="list-style-type: none">• Ability to work, lead and make decisions under pressure.• Strategic, with strong project management skills.• Demonstrated communication skills, adaptable to the broader stakeholder group.• Demonstrated passion for building a values-based, high performing and effective team environment.• Ability to manage conflicting priorities within a dynamic environment.• Demonstrated 'can-do' attitude and willingness to 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:	4/05/2023
Approved By:	Caterina Giorgi	Date:	4/05/2023
Last Updated By:		Date/Time:	