

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			
The Policy and Research Director leads FARE’s efforts to influence public policy through evidence-based research, strategic advocacy, and impactful campaigns. This role is responsible for shaping and communicating policy priorities, building public and political support, and driving systemic change through coordinated policy and campaign strategies.			
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.Lead the development and implementation of FARE’s research agenda, ensuring alignment with strategic policy and campaign priorities.Translate policy and research into compelling campaign narratives, messages, and materialsStay abreast of emerging evidence and trends in alcohol policy and public health to inform FARE’s work.Work closely with the Communications and Campaigns Director to develop and deliver public-facing campaigns that support policy goals.Support the development of campaign materials, op-eds, and advocacy resources for stakeholders and community partners.Coordinate rapid response strategies to emerging policy opportunities.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 6 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. • 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"> • Experience in campaign strategy development, public advocacy, or movement building. • Strong understanding of public opinion dynamics and how to influence them through policy and communications. • 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"> • Passion for social change and public advocacy. • Ability to inspire and mobilise others around a shared vision. • Creative thinker with a strategic mindset for public engagement. • Ability to work, lead and make decisions under pressure. • 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:	Ayla Chorley	Date:	23/06/2025
Approved By:	Ayla Chorley	Date:	23/06/2025
Last Updated By:		Date/Time:	