

Position Description



Title	Advocacy Insights and Consumer Voice Lead
Business Unit	Advocacy and Public Policy Community and External Relations
Location	Flexible – Victoria or Tasmania
Employment type	Full Time, Maximum Term (until June 2021)
Reports to	Manager, Advocacy

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

This role delivers on Uniting's development of consumer-oriented advocacy work. The holder will develop and use internal data insights to inform advocacy. The holder will ensure that consumers have input into the identification of advocacy issues, the direction of Uniting's advocacy and are given opportunities to share their lived experience through Uniting's advocacy work.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal

- Executive Leadership team
- Operations
- Consumer partnerships
- Data providers within Support Services

External

- Sector partners/allies
- Sector peak bodies

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Position description

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- Government decision makers including departmental staff and ministerial staff
- Academic and other research institutions
- Consumer representatives
- Advocacy colleagues in sister agencies in the Uniting brand
- Senior leadership of UnitingCare Australia
- Other Uniting Church agencies and organisations

5. Key responsibility areas

Data and Evidence

- Undertake primary and secondary research to support Uniting’s advocacy
- Scope Uniting’s existing data collection practices and assess opportunities for advocacy using internal data
- Identify opportunities to improve data collection for advocacy
- Interpret and document internal data for the purposes of Uniting’s public advocacy
- Stay up to date with emerging and ongoing policy issues in the sector and communicate these to relevant operational and executive colleagues
- Identify means of monitoring and evaluating the success of Uniting’s advocacy activities to inform future directions.

Consumer Engagement

- Support greater engagement with Uniting consumers in public policy and advocacy work
- Conduct consultations with Uniting consumers on issues of concern, and support them to identify policy solutions and advocacy strategies

Internal Stakeholder Engagement

- Work to build relationships with operational areas and increase communication and collaboration
- Raise profile of advocacy work with Uniting employees and build their knowledge and skills in this area

Public policy

- Provide advocacy and public policy support to the senior leadership of the organisation. This may include research, policy writing, attending sector meetings or other reasonable duties.

Data and Evidence

- Undertake primary and secondary research to support Uniting’s advocacy
- Scope Uniting’s existing data collection practices and assess opportunities for advocacy using internal data
- Identify opportunities to improve data collection for advocacy
- Interpret and document internal data for the purposes of Uniting’s public advocacy
- Stay up to date with emerging and ongoing policy issues in the sector and communicate these to relevant operational and executive colleagues
- Identify means of monitoring and evaluating the success of Uniting’s advocacy activities to inform future directions.

Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Bachelor level degree in public policy, political science, data science, social work or related discipline or equivalent experience.

Experience

- Extensive demonstrated experience in design and implementation of social change campaigns and/or public policy.
- Experience in data collection and data analysis
- Experience in political roles or government highly desirable.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Communication:** Outstanding verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex technical matters clearly and succinctly.
- **Research:** Demonstrated ability to undertake quantitative and qualitative research and analysis, and to present findings coherently
- **Strategic thinking:** Demonstrated experience of strategic engagement in policy debates and influencing public opinion and/or decision makers
- **Stakeholder management:** ability to understand, relate to and manage diverse and difficult stakeholder needs
- **Influence and negotiation:** Ability to give and gain cooperation at all levels
- **Self-management:** ability to manage multiple tasks and competing priorities.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>

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