

Position Description

Title	Public Policy Lead
Business Unit	Advocacy and Public Policy Community and External Relations
Location	Flexible – Victoria or Tasmania
Employment type	Ongoing, Full Time
Reports to	Manager, Advocacy and Public Policy

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.

As an organisation, 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.

1. Position purpose

This role delivers on Uniting's development of consumer-oriented advocacy work. The holder will develop public policy positions and build on evidence-generation projects to share insights, ideas and solutions with decision-makers.

The Public Policy Lead will support Uniting to have a unique and credible seat at the table at senior government forums and ensure Uniting is sought out as a trusted adviser.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Executive Leadership Team
- Operational divisions, delivering Uniting's programs and services
- Communities of Practice
- Quality and Compliance and other support services

Position Description

Public Policy Lead

External

- Victorian Council of Social Service, Tasmanian Council of Social Service and Peak Bodies
- Government decision-makers including departmental staff and ministerial staff
- Academic and other research institutions
- Consumer representatives
- Advocacy/public policy colleagues in sister agencies in the Uniting brand
- Senior leadership of UnitingCare Australia
- Other Uniting Church agencies and organisations

4. Key responsibility areas

Service delivery

- Provide advocacy and public policy support to the Community and External Relations Team leadership.
- Deliver the annual action plan for the Public Policy Pillar as part of the Uniting Advocacy Roadmap
- Coordinate Uniting's submissions to priority inquiries and Royal Commissions
- Lead the production of concise, high quality and compelling reports, briefs, submissions, briefing papers and correspondence for diverse stakeholders and senior decision makers.
- Prepare senior leadership for appearances at key hearings
- Develop a proactive public policy agenda driven by consumer voice and research insights
- Ensure that Uniting has clearly articulated positions and key messages on key issues
- Support other colleagues within the Advocacy and Public Policy Team as needed, including with research, policy writing, attending sector meetings or other reasonable duties

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

Quality and risk

- Contribute to a suite of policies, protocols and procedures to support the advocacy activities of the organisation

Personal accountability

- Comply 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.
- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

Position Description

Public Policy Lead

5. Performance indicators

- Performance indicators are set out in the annual Advocacy Road Map action plans and the annual performance and development review process.
-

6. Person specification

Qualifications

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

Experience

- At least 3 years' experience in the design and implementation of one or more of the following
 - Public policy
 - advocacy/government relations
 - social change campaigns.
- Experience in the production of concise, high quality and compelling reports, briefs, submissions, briefing papers and correspondence diverse stakeholders and senior decision makers.
- Can demonstrate strong stakeholder influencing skills
- Experience in political roles or government highly desirable.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **Policy Skills:** Prepares and communicates public policy options and recommendations; monitors a broad range of contemporary issues and reviews the relevance and implications for policy development and program delivery; liaises with key stakeholders.
 - **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.
 - **Written Communication:** Edits written communications to ensure they contain the information necessary to achieve their purpose, ensures appropriate style and formats are used, prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language.
 - **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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Position Description
Public Policy Lead

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

Name:

Signature:

Date: