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| POSITION | Policy & Advocacy Assistant | STATUS | Part time (0.8) |
| REPORTS TO | Executive Manager Advocacy, Stakeholder Engagement, Digital, Communications | LOCATION | Cheltenham |
| BETTER PLACE AUSTRALIA | | | |
| <p>Better Place Australia has a vision of “An Australia where all people experience positive relationships, truly value each other and live safer, more fulfilling lives”. Our purpose is “To empower people to become more resilient and experience improved wellbeing to better determine their futures”.</p> <p>Our organisational values are at the forefront of all interactions with our employees, our clients and our stakeholders. We are:</p> <ul style="list-style-type: none"> • Creative • Caring • Welcoming • Responsive; and • Thriving <p>As a community focused ‘for-purpose’ organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across Victoria.</p> | | | |
| PURPOSE OF ROLE | | | |
| <p>The successful candidate will be an appointed Policy & Advocacy Assistant for The Centre for Better Relationships (CBR). The CBR is a research initiative by Better Place Australia (BPA) that aims to influence the research and policy landscape by generating quality assured content that enriches debate.</p> <p>The Policy and Advocacy Assistant provides writing support to the Centre for Better Relationships (CBR) unit. The Centre conducts ethically applied policy analysis & research in the field of family and social services. Responsibilities for the position are varied and may include conducting preliminary & desk research, policy analysis, consultation responses, contributing to the writing or editing of policy briefs and reports, and working with key stakeholders to identify opportunities for CBR, and BPA to engage with Government and the media to support BPA’S policy agenda.</p> <p>Specific objectives of the role include:</p> <ul style="list-style-type: none"> • Assist in building the organisation’s reputation as a thought leader. • Synthesize different information and data sources to draft an organisation point of view. • Respond to key sector reviews, consultations through submission writing support and critiques of systemic issues. • Draft analyses of policy and legislative changes. • Assist in the building of cases for the commissioning of pilots or research as a means of advocacy to decision makers. | | | |

- Support the Research Officer by assisting in desktop research, performing literature reviews, analysing data, and reviewing documents to support evidence-based projects and evaluations as needed.

WORK PERFORMED

Policy & Advocacy support

The Policy & Advocacy Assistant forms an integral part of the CBR by assisting in the production of efficient, high quality written content on a range of topics across BPA services and pressing client cohort issues. The audience for the written material will be across multiple levels and departments of Government, including parliamentary inquiries, letters to MPs, feedback to Government Strategies, and participation in community-led advocacy initiatives.

- Background paper preparation as directed by the Executive Manager Advocacy, Stakeholder Engagement, Digital, Communications
- Conduct policy analysis of emerging Government reviews and initiatives affecting BPA's various client cohorts.
- Draft policy analysis and BPA implications for Chief Executive Officer
- Engage and consult with senior staff on emerging trends to inform systemic advocacy.
- Prepare communications to inform staff of changes to key policy and legislation.
- Provide background to assist in the preparation of a range of written materials e.g. policy submissions.
- As required assist in the preparation of grant applications.
- Assist with the editing of conference presentations.
- Perform other policy and project duties as directed.
- Assist in preparation of documents relating to committee requirements.
- Assist with the organising and maintenance of a reference library for The Centre.

General administrative duties

- Contribute to the development of further content for The Centre for Better Relationship website.
- Assist with general administrative functions pertaining to the research centre.
- Assist with the conduct of community consultations and engagement as required.
- Other duties as assigned, and which are consistent with the scope of the position.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Experience/ Affinity/Knowledge of Australian aged, mental health, family law and human service systems.
- Demonstrated ability to access and interpret Federal and State Government policies and legislation.
- Demonstrated Professional writing skill for general and or professional audiences
- Highly developed interpersonal communication skills.
- High level organisational and prioritising skills across multiple projects to meet competing deadlines.
- Flexibility and responsiveness to changing work priorities.
- Demonstrable approach to structured thinking
- Preferred qualifications and/or suitable experience in social policy analysis.

| PERSONAL COMPETENCY REQUIREMENTS |
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| <ul style="list-style-type: none"> • Well-developed interpersonal skills and the ability to build effective relationships across all levels. • Highly developed writing skills in creating short form to longer form papers with a particular ability to synthesise research into concise reports. • Highly developed data and information analysis skills • Understanding of how research can influence policy and advocacy. |
| OTHER |
| <ul style="list-style-type: none"> • Current satisfactory National Police check • Working with Children Check (Victoria) |
| KEY RELATIONSHIPS / INTERACTIONS |
| <ul style="list-style-type: none"> • Executive Manager Advocacy, Stakeholder Engagement, Digital, Communications • The Centre for Better Relationships Research Committee • Chief Executive Officer |
| GENERAL INFORMATION |
| <p>Better Place Australia is a for purpose organisation, providing services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. At BPA, we all have a shared responsibility for supporting a culture of inclusivity and diversity. Our organisation is committed to child safety, and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.</p> |
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