

## Position Description

### Role Details

Role:	Senior Policy Officer
Reporting To:	Director Policy and Advocacy
Direct Reports:	May lead policy and/or team members and consultants, and supervise sessional workers, volunteers and student placements as required.
Budget:	Responsibility for discreet projects or research grants.
Work Location:	Sydney
Status:	Full Time (35 hours per week) (Part Time work may be considered at application) Maximum Term Contract role until 30 June 2020 (with a possibility of extension, dependent on funding)
Award Classification:	Level 6 (\$86,436.17 plus super and salary sacrificing) Social, Community, Home Care & Disability Services Award 2010

### Role Purpose

To provide high-level representation, policy analysis, and advice in relation to PWDA's systemic advocacy work in NSW and nationally – including National Disability Insurance Scheme (NDIS), the broader disability service system and the interface with mainstream services including health, education and community services.

#### Stakeholders:

- People with disability
- PWDA Board and PWDA members
- External stakeholders in the domestic and family violence sector
- PWDA teams and Co-CEOs
- NSW Government
- Disabled People's Organisations Australia (DPO Australia) Director and organisational members
- National and international organisations in the human rights, disability sectors

## Responsibilities and Main Duties

### Policy Analysis and Development

- Consult people with disability and their associates in the analysis and development of policy positions, submissions and resources. In particular, to involve PWDA's membership in policy analysis and development processes
- Undertake high-level policy analysis and advice in relation to issues affecting people with disability and their associates
- Develop PWDA policy statements and other policy resources in relation to issues affecting people with disability and their associates
- Provide advice and support to the PWDA Board, Expert Advisory Groups and Co-CEOs on key issues identified by the Board or Co-CEOs
- Develop policy submissions to inquiries and reviews in relation to issues affecting people with disability and their associates
- Represent PWDA on external committees and public hearings dealing with issues affecting people with disability and their associates
- Identify emerging issues affecting people with disability and their associates, and assist in the development of appropriate responses to these issues
- Represent PWDA to relevant external stakeholders including senior bureaucrats, government ministers and ministerial advisors
- Network extensively among disability rights organisations, and other relevant groups, in relation to policy issues affecting people with disability and their associates both across Australia and internationally
- Evaluate PWDA's policy analysis and development to ensure it is inclusive and responsive to the needs of priority population groups
- Support and resource internal policy development exercises
- Complete policy project work as required

### Project and Campaign Management

- Create project plan for each advocacy, research, campaign or capacity building project and key areas of work.
- Manage projects from inception to finalisation including people and resources, budgets and contractual expectations
- Complete monthly funding reports where required
- Provide regular reports to the Co-CEOs and the Board on project status

### Communications

- Create policy-oriented information for distribution to PWDA's members and stakeholders, including web-site and other on-line information posts
- Undertake promotional activities and speaking engagements, as appropriate

- Seek out and undertake oral and written media engagement where appropriate.

### **Income Generation**

- Take a proactive approach to identifying sources of project funding
- Write and submit proposals for tenders and grants for short and long term advocacy and capacity building projects that achieve objectives in PWDA's Strategic Plan
- Identify and develop linkages with Australian and international funding organisations and other relevant agencies

### **Leadership and Management**

- Assist in developing and monitoring the budget(s) for PWDA's policy work.
- Manage the development and implementation of project plans, priorities and strategies in line with PWDA's Strategic Plan
- Organise, chair and minute regular project team meetings where required
- Work closely with other systemic advocacy team members as well as the NSW Individual Advocacy Manager, Advocates, Training Manager, Communications Manager, Projects Liaison Officer and Co-CEOs
- Manage consultants, research partners and sessional workers where required
- Prepare for and attend regular supervision meetings with the Manager of Systemic Advocacy.
- Manage work of project team members, if relevant, including conducting fortnightly supervision and performance development reviews and performance management processes
- Assist in the identification, acquisition and maintenance of policy resource material
- Facilitate the exchange of information, expertise and knowledge within the advocacy team and across the organisation
- Attend relevant PWDA staff opportunities including in-house training and general staff meetings
- Role model key organisational values and behaviour

*PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation*

## Selection Criteria

### Essential

- Demonstrated understanding and commitment to the human rights and interests of people with disability
- Detailed knowledge and understanding of the disability service system, including the National Disability Insurance Scheme (NDIS) and the interface with mainstream and other specialist services or demonstrated ability to learn very quickly.
- Demonstrated excellent communication skills (verbal and written)
- Demonstrated high level skills in policy analysis and development
- Demonstrated high level consultation and networking skills
- Demonstrated high level strategic and negotiation skills
- Demonstrated skills in project management including skills in managing support staff, resources, budgets, reporting and contractual arrangements
- Excellent capacity to manage timeframes and competing priorities
- Demonstrated ability to work independently and as part of a team environment
- Demonstrated high level skills in seeking project funding
- Demonstrated experience in cultural competency
- Computer literacy in a Windows PC environment

### Desirable

- Personal or family experience of disability
- Degree in social sciences or related discipline
- Ability to travel throughout Australia and internationally

## Other Job Requirements

- Working with Children Check  
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW Police Check  
PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.
- Six-month probationary period.

## Application Process

### Contact:

Email: [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au)  
Phone: (02) 9370 3100 or 1800 422 015  
TTY: 1800 422 016  
Address: PO Box 666, Strawberry Hills NSW 2012

**For more information** about this role, please contact Romola Hollywood, Director Policy and Advocacy, using the contact details above.

**Submit your application** by email on [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au). If you need to submit your application in an alternative format, please contact us using the contact details above.

Your application needs to include:

- A statement addressing the essential and desirable criteria
- Your CV
- Names and contact details for two referees

Applications close 9am Monday 27 May.

Flexible work arrangements are an option for this role. If you are interested in part time work, casual or special project work, please indicate that in your cover letter.

*PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.*