

## Position Description

### Role Details

Role:	Senior Policy Officer
Reporting To:	Senior Manager of Policy
Location:	Surry Hills, Sydney (flexible working from home arrangements will be considered)
Status:	Full-time – 35 hours per week (to 30 June 2024) (possibility for extension depending on funding).
Award Classification:	Level 6 Social, Community, Home Care & Disability Services (SCHADS) Award 2010, PWDA's pays above-award rates as per our EBA, plus super and salary sacrificing.

### Role Purpose

- To provide high-level policy analysis and development, high-level policy advice and representation in relation across a range of social policy and advocacy areas in NSW, nationally and internationally.
- This may include policy frameworks such as Australia's Disability Strategy, the National Disability Insurance Scheme (NDIS), as well as the broader disability supports service system, and the interface with state and territory mainstream service systems including health, transport, education, justice and community services.
- To project manage, coordinate, and implement advocacy, communications and campaign strategies, in collaboration with disability, human rights and community services sector partners, as well as the PWDA's communications and individual advocacy teams.
- To establish, maintain and develop strategic relationships with PWDA stakeholders, in particular government and disability sector stakeholders.

### Stakeholders

- People with disability and supporters
- PWDA Board and PWDA members
- PWDA Senior Executive Team, Deputy CEO and CEO
- PWDA communications, corporate services, project and individual advocacy teams
- NSW and Australian Government
- External stakeholders in the disability, human rights and community services sectors
- Disabled People's Organisation Australia (DPO Australia) members and national Disability Representative and Carer Organisations
- International organisations in the human rights and disability sectors.

### Responsibilities & Accountabilities

#### Key Responsibility Area 1 – Policy Analysis and Development

- Lead delegated and self-identified policy responses on behalf of PWDA and people with disability

- Consult people with disability, PWDA members and their supporters in the analysis and development of policy positions, submissions and resources
- Engage in high-level consultation with Board ensure Policy and PWDA services reflect member priorities
- Undertake high-level policy analysis and advice in relation to issues affecting people with disability and their supporters
- Develop PWDA policy statements, policy submissions, position statements and other policy resources in relation to issues affecting people with disability and their supporters
- Provide advice and support to the PWDA Board, Senior Manager of Policy, Senior Manager of Policy, Senior Executive Team, Deputy CEO and CEO on key issues
- Provide policy guidance to the individual advocacy team
- Identify emerging issues affecting people with disability and their supporters, and assist in the development of appropriate responses to these issues
- 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, and
- Complete policy project work as required.

### **Key Responsibility Area 2 – Leadership and Project Management**

- Exemplify and maintain adherence with PWDA's purpose, vision, goals and objectives
- Foster a culture of proactive positive feedback across the organisation
- Identify and address risks and opportunities that can affect PWDA's interests
- Identify and address risks and opportunities that can affect products and services and the ability to enhance member and client satisfaction.
- Manage consultants, research partners, volunteers, interns and sessional workers where required
- Manage work of project team members, if relevant, including conducting fortnightly supervision and performance development reviews and performance management processes
- Create, implement, and manage project plans 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, reporting and acquittals
- Organise, chair and minute regular project team meetings where required
- Complete monthly funding and operational reports as required
- Prepare for and attend regular supervision meetings with the Senior Manager of Policy
- 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

### **Key Responsibility Area 3 – Systemic advocacy, Representation and Government Relations**

- Represent PWDA to relevant external stakeholders including senior bureaucrats, government ministers and ministerial advisors
- Represent PWDA on government external committees and public hearings on issues affecting people with disability and their supporters
- Develop and implement campaign and advocacy strategies for PWDA's strategic and emerging priorities, and working with key stakeholders to achieve campaign and advocacy outcomes

- Network extensively among disability rights organisations, and other relevant stakeholders, in relation to policy issues affecting people with disability and their supporters both across Australia and internationally
- Represent policy priorities, data, and case studies from PWDA’s individual advocate, and provide policy direction, and
- Continually assess new systemic policy and advocacy opportunities for the work of PWDA’s individual advocates.

#### Key Responsibility Area 4 – Media and Communications

- Create policy-oriented information for distribution to PWDA’s members and stakeholders, including website, social media other online communication channels
- Undertake promotional activities and speaking engagements as directed
- Seek out and undertake oral and written media engagement as directed
- Support Senior Manager of Policy, Executive and Board media engagement, and
- Support PWDA communications team with the implementation of communication strategies and campaign and advocacy activities.

#### Key Responsibility Area 5 – Income Generation

- Take a proactive approach to identifying sources of project funding
- Support the marketing develop in developing proposals for tenders and grants, and
- Identify and develop linkages with Australian and international funding organisations and other relevant agencies as directed.

### Selection Criteria

#### Academic qualifications

Essential	Desirable
Bachelor’s degree in law, policy, social sciences, social work, or related discipline	Masters or higher-level degree law, policy, social sciences, social work, or related discipline

#### Key Selection Criteria

Essential	Desirable
Demonstrated understanding (or ability to quickly develop understanding) and commitment to the human rights and interests of people with disability	Direct or lived experience with disability
Detailed knowledge (or ability to quickly develop understanding) of the disability sector and on policies that impact on people with disability	Experience with boards
Demonstrated and sophisticated project management, interpersonal and management skills, to manage support staff, resources, budgets, reporting and contractual obligations	Ability to travel interstate and/or internationally
Demonstrated and well-honed stakeholder engagement, negotiation, and collaboration skills, with a diverse range of stakeholders	Knowledge and understanding of the disability representative sector

Demonstrated excellent communication skills (verbal and written)	Can demonstrate established networks and influence within the disability rights movement
Demonstrated ability to provide high-level and strategic advice to leadership in a timely manner	Experience working in the community services and human rights sector
Demonstrated campaigns, advocacy and/or communications skills	Seeking funding and grant writing experience
Demonstrated high level consultation, strategic advisory and networking skills	Experience working in a membership-based organisation
Excellent capacity to manage timeframes and competing priorities	
Demonstrated ability to work independently and as part of a team environment	
Demonstrated experience in cultural competency, and working with a diverse range of people	
Intermediate understanding of Microsoft Office, including Word, PowerPoint and Excel.	

## 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.
- National Police Record**  
 PWDA receives funding from multiple Government Agencies who require staff to be checked. The successful applicant must satisfy these requirements prior to taking up appointment.
- Ability to attend face-to-face meetings with Stakeholders/Decision-makers as required
- Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy.
- Six-month probationary period.

## Application Processes

For more information about this role, please contact: Giancarlo de Vera

Email: [giancarlod@pwd.org.au](mailto:giancarlod@pwd.org.au)

Phone: (02) 9370 3100 or 1800 422 015

Submit your application to Giancarlo de Vera, Senior Manager of Policy, 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 [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au) or by phone on (02) 9370 3100.

Your application needs to include:

- Your full resume
- A letter outlining how you meet the selection criteria.
- Your contact details and
- 2 referees.

*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.*