

# Position Description

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<b>Job Title:</b>	Senior Manager NSW Policy
<b>Reporting to:</b>	Deputy CEO
<b>Location:</b>	Surry Hills, Sydney
<b>Status:</b>	Full time role of 35 hours per week

**Award Classification:** Level 7 Social, Community, Home Care & Disability Services (SCHADS) Award 2010, PWDA's pays above-award rates as per our EBA, plus super and salary sacrificing.

**Direct Reports:** Senior Policy Officers  
May lead other project team members, consultants, and student placements.

## Purpose of the position

People with Disability Australia's (PWDA) policy function aims to influence positive change in structural, legislative, or systemic issues that adversely affect the interests of people with disability. Our activities to achieve this includes engagement in law reform, policy analysis and advice; sector representation and coordination; training; research and projects. The program is conducted within NSW, nationally and internationally.

In this context, the Senior Manager NSW Policy is responsible for managing PWDA's NSW systemic advocacy function and implementing the NSW Strategy. The role will also work with the senior team to deliver on strategic objectives and plans while maintaining a high level of professional output. The Senior Manager NSW Policy is also responsible for working collaboratively with PWDA's national systemic advocacy, individual advocacy and media and communications functions to address and raise awareness of systemic issues and increase PWDA's public profile.

## Responsibilities & Accountabilities

### Key Responsibility Area 1 – Representation & Stakeholder Engagement (Network and Influencing)

- Develop and implement consultation mechanisms for people with disability in NSW and their associates to give them a voice in the formulation of policy positions, submissions, and resources - in particular PWDA's membership.
- Represent PWDA on external committees and public hearings dealing with issues affecting people with disability in NSW and their associates.
- Represent PWDA to relevant external stakeholders including senior bureaucrats and departmental staff in the NSW Government, NSW Government Ministers, Ministerial Advisors and leaders within Statutory Bodies.
- Network extensively among disability rights organisations, and other relevant groups, in relation to policy issues affecting people with disability in NSW and their associates.

- Represent PWDA at a strategic level with both state and national key sector partners.
- Participate in relevant sector forums, community meetings, and projects including delivery of presentations and education sessions as necessary.

#### Key Responsibility Area 2 – Policy Analysis & Development

- Work with the Deputy CEO to finalise and implement the NSW Strategy.
- Undertake evidence-based and high-level policy analysis and advice in relation to issues affecting people with disability in NSW and their associates.
- Author and work with the team to develop evidence-based policy statements, submissions and other policy resources in relation to issues affecting people with disability in NSW and their associates.
- Identify emerging issues and provide advice and support to the PWDA Board, Chief Executive Officer, Deputy CEO, and Senior Team on key issues.
- Identify and engage in opportunities to collaborate with partners in the disability sector, universities and others to maximise PWDA's policy analysis and development.
- Evaluate PWDA's policy analysis and development to ensure it is inclusive and responsive to the needs of priority population groups.
- Ensure the team's resources are maximised and positioned to produce positive outcomes for people with disability in NSW – in line with identified priorities and emerging issues.

#### Key Responsibility Area 3 – Media and Communications

- Be involved in and support Senior Policy Officers and Communication Team to develop messaging and campaign tools to deliver on specific campaign strategies that reflect member concerns and PWDA strategic priorities and raise public profile of PWDA.
- Work with Senior Policy Officers and Communications Team to interpret and translate high-level policy analysis into accessible messaging and campaigns.
- As required, undertake speaking engagements and media activities as they relate to aspects of systemic advocacy and also support the PWDA President, CEO and Deputy CEO in these activities.

#### Key Responsibility Area 4 – Sustainability and Financial Accountability

- Develop and maintain positive relationships with systemic advocacy and project funding bodies.
- Take a proactive approach to identifying sources of project funding.
- Partner with PWDA's Communications Team in drafting and submitting proposals for tenders and grants for systemic, short- and long-term advocacy, training and capacity building projects that achieve objectives in PWDA's Strategic Plan.
- Ensure the NSW Strategy and related systemic advocacy delivered by the NSW Team meets all funding requirements and budgets are developed and proactively managed to comply with funding guidelines and the PWDA Strategic Plan.
- Develop Project Plans, including budgets for strategic advocacy projects that supplement core funded work.
- Manage resources effectively to achieve budgetary and operational outcomes.
- Prepare and submit activity, funding and acquittal reports as required by funding bodies.

- Prepare and submit regular reports for the Chief Executive Officer, Deputy CEO and the PWDA Board.

#### Key Responsibility Area 5 – Project Management

- Manage the resources of the NSW Systemic Advocacy Team to ensure delivery against identified priorities including those within the NSW Strategy and emerging issues.
- Assist Senior Policy Officers to develop project plans for each capacity-building or systemic advocacy project and key areas of work.
- Manage projects in areas where specific expertise is held, from inception to finalisation including people and resources, budgets and contractual expectations.
- Provide regular reports to the Chief Executive Officer, Deputy CEO and the Board on project status.

#### Key Responsibility Area 6 – Teamwork and Organisational Participation

- Take action and actively promote the Vision and Principles of PWDA to staff and external stakeholders at all times.
- Play a role in showcasing skills, expertise, knowledge, and capacity of people with disability and our representative organisations.
- Act with integrity and role model key organisational values and behaviours.
- Understand WH&S obligations and contribute to workplace health and safety.
- Remain current with, and adhere to, all relevant PWDA policies and procedures.
- Work collaboratively within and across teams, working as one in the pursuit of organisational goals.
- Look for opportunities to help and support others. Proactively share knowledge and ideas within teams and across the organisation.
- Interact with others in a sensitive, respectful, and effective way.
- Contribute to culture of continuous quality improvement and its integration within organisational processes.
- Contribute to a culture of proactive positive feedback across the organisation.
- Participate in organisational activities such as staff meetings, team meetings, planning meetings and organisational development activities such as strategic planning and policy development.
- Participate in relevant professional development activities including training.
- Represent the organisation at sector meetings as required, at appropriate functions and events, and act as a membership ambassador.
- Undertake other duties as directed and required by the organisation within the scope of this role.

#### Key Responsibility Area 7 - Leadership & Management

- Contribute to leadership of a Disabled People's Organisation (DPO), showcasing skills, expertise, knowledge and capacity of people with disability and our representative organisations.
- Lead the NSW Policy Team and develop the capacity of the team to provide high-quality and evidence-based submissions, reports, and other policy materials.
- Lead the NSW Policy Team to deliver on PWDA strategic and operational plans.
- Inspire and guide staff to deliver services that are professional and consistent with the PWDA mission, vision and organisational principles.

- Demonstrate leadership and commitment to quality improvement by ensuring that funder and organisational requirements are determined, understood and consistently met.
- Identify and address risks and opportunities that can affect products and services and the ability to enhance member satisfaction.
- Ensure the team are correctly inducted and have access to appropriate induction, training, mentoring, supervision, and personal development programs.
- Provide supervision and mentoring for direct reports maintaining clear lines of communication.

## Academic Qualifications

Essential	Desirable
Degree in Social Science, Law or related discipline.	Post-graduate qualifications in a related discipline.

## Key Selection Criteria

Essential	Desirable
Demonstrated understanding and commitment to the rights and interests of people with disability.	Direct or lived experience with disability.
Demonstrated senior capability in policy analysis, development and systemic advocacy.	Personal or family experience of disability.
Demonstrated high level strategic and negotiation and influencing skills.	Previous experience in the community services sector or government sector.
Extensive experience in leading and managing a small team of professional staff and developing their skills as needed.	Experience within a not-for-profit membership organisation.
Demonstrated excellent verbal and written communication skills including experience writing submissions and reports.	
Proven abilities in fundraising and/or grant seeking.	
Demonstrated management skills including operational planning, reporting and budgetary management.	
Demonstrated skills in project management including skills in managing project support staff, resources, budgets, reporting and contractual arrangements.	
Excellent organisational skills to manage urgent timeframes and competing priorities.	

## Competencies

### Building Trust

Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.

Key behaviours and actions to look for:

- *Operates with integrity.*
- *Discloses own positions.*
- *Remains open to ideas.*
- *Supports others.*

### Persuasiveness

Uses appropriate interpersonal styles and communication methods to gain acceptance of a particular view or idea from a range of audiences.

Key behaviours and actions to look for:

- *Questions and probes.*
- *Establishes strategy.*
- *Builds rapport.*
- *Demonstrates capability.*
- *Gains commitment.*

### Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

Key behaviours and actions to look for:

- *Responds quickly.*
- *Takes independent action.*
- *Goes above and beyond.*

### Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.

Key behaviours and actions to look for:

- *Opens discussions effectively.*
- *Clarifies the current situation.*
- *Develops others' and own ideas.*
- *Facilitates agreement.*
- *Closes discussions with clear summaries.*

### Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Key behaviours and actions to look for:

- *Organises the communication.*
- *Maintains audience attention.*
- *Adjust to the audience.*
- *Ensures understanding.*
- *Uses volume and pace appropriate to the media being used.*
- *Comprehends communication from others.*

## Decision Making

Identifying and understanding issues, problems, and opportunities; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Key behaviours and actions to look for:

- *Identifies issues problems and opportunities.*
- *Gathers and interprets information.*
- *Generates alternatives.*
- *Chooses appropriate action.*
- *Commits to action.*
- *Involves others.*

## Other Job Requirements

**Note: the following checks are mandatory and must be provided by the successful candidate before a letter of offer can be made.**

- *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.

- Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy.
- Six-month probationary period.

## Application Process

For more information about this role, please contact: Carolyn Hodge, Deputy CEO

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

Phone: (02) 9370 3100 or 1800 422 015

**Submit your application** by email to [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 below.

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

Phone: (02) 9370 3100 or 1800 422 015

Your application needs to include:

- Your full resume.
- A letter which addresses each selection criteria.
- If selected for interview you will need to provide contact details for two referees.

**Please note:**

- Applications must **address all essential selection criteria**. Applications that have not addressed the essential selection criteria will not be considered for interviews.
- Applications close 5pm Tuesday 3 October 2023.

*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.*