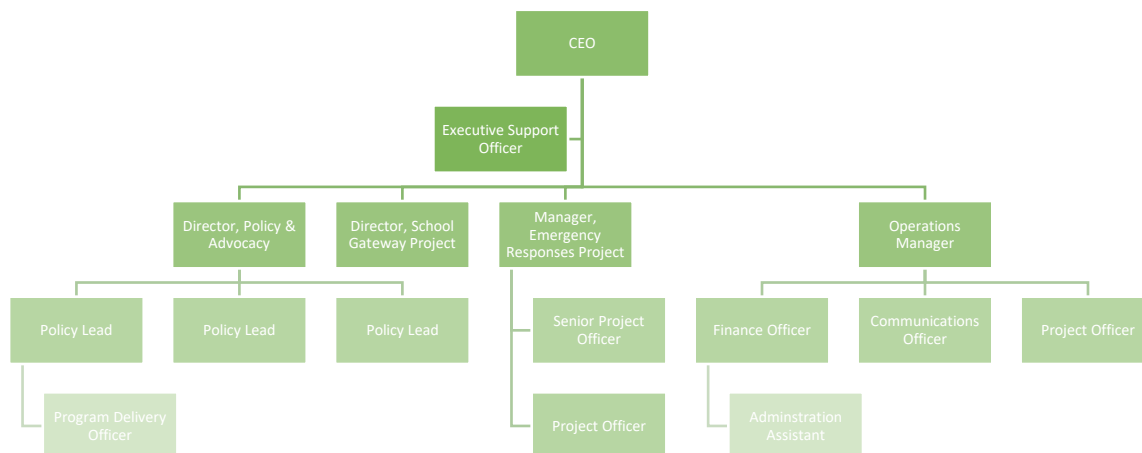


Position Description

Role Overview

Title:	Director, Policy & Advocacy
Direct Reports:	Policy Lead x 3 Program Delivery Officer
Employment Status:	Full-time, ongoing
NCOSS Classification:	Level 8
Salary:	\$136,496 - \$146,112 + annual leave loading, continuous service leave and super
Conditions:	NCOSS Enterprise Agreement 2016 NCOSS Code of Conduct

Organisational Structure



Role Purpose

The Director, Policy & Advocacy is responsible for leading our policy and research functions, informing NCOSS's advocacy, policy advisory and influencing roles. Key outputs for the role include flagship reports and submissions (such as Cost of Living in NSW report and pre-budget submissions) and the development of an evidence-based framework for NCOSS' work.

Performance indicators include:

- Quality of research and policy papers
- Delivery of projects according to scope and deadlines
- Effective consultation strategies and processes
- Stakeholder feedback
- Contribution to organisational performance.

Key Accountabilities

Stakeholder Engagement

- Design, implement and maintain consultation and engagement mechanisms and activities to ensure that NCOSS policy, advisory and advocacy initiatives are informed by the experience and expertise of our members and those living with poverty and disadvantage.
- Establish and maintain strong relationships with other social sector peak bodies to facilitate collaboration and the sharing of information, expertise and resources.
- Liaise with relevant government, NGO, university, philanthropic, union and corporate entities, to identify and realise partnership and collaboration opportunities that deliver mutual benefits and maximise the impact of research, policy and advocacy activities.
- Play a lead role in influencing, advising and advocating on priority issues, including representing NCOSS on external committees and at public forums, and through developing productive relationships with senior representatives of government (both elected representatives and public servants).
- Keep abreast of government policy, directions and initiatives that relate to NCOSS' vision of a NSW free from poverty and disadvantage and/or the social service sector.
- Participate in relevant COSS networks and identify opportunities for collaborative work with ACOSS or other state/territory COSSs.

Policy & Research

- Identify, in consultation with the CEO, strategic policy and research priorities in alignment with the NCOSS Strategic Plan, funding body requirements, member concerns and emerging challenges and opportunities.
- Design, deliver and/or oversee the development of high-quality research, data analysis (both qualitative and quantitative), reviews and consultations, to inform submissions, advice, advocacy efforts, policy positions and recommendations.
- Analyse and interpret complex information (including budget papers, policy costings, data, regulations, legislation, etc.) making this analysis accessible for diverse audiences.

- Oversee the production of high-quality papers, submissions and reports that are accessible, accurate, evidence-based, informative and engaging.
- Play a lead role in the development of advocacy strategies that leverage policy and research work to raise awareness and influence decision making.

Leadership

- Foster an internal culture aligned to NCOSS vision, values and strategic priorities.
- As a member of the Leadership Team, contribute to the development of NCOSS' Strategic and Operational plans.
- Work collaboratively with the Leadership Team and demonstrate the flexibility and resilience to respond to emerging opportunities and challenges.
- Prepare regular reports for the Board, funding bodies and others as required.
- Contribute to organisational development initiatives and continuous improvement.
- Provide leadership and supervision for direct reports, enabling them to work effectively and achieve professional growth, in alignment with strategic and operational goals.
- Manage budgets to support efficient operations and financial sustainability.
- Pursue appropriate opportunities to grow NCOSS income.
- Undertake other duties and responsibilities within the scope of this role, as directed.

Key Skills

You will have:

- Tertiary qualifications in a relevant field (such as law, public administration/policy, social sciences) and a demonstrated understanding of public policy development, public administration and political processes.
- High level strategic analysis, policy development and problem-solving skills.
- Exceptional communication and negotiation skills, with substantial experience in drafting submissions, reports and recommendations; advocating evidence-based policy positions to government and other decision-makers; working across diverse agendas to develop and maintain relationships and agree workable solutions; and the ability to represent NCOSS in the media and other public arenas.
- Strong project management skills, including a demonstrated capacity to achieve outcomes individually, and as part of a team, and produce quality results on time and within budget.
- Demonstrated understanding of issues facing people experiencing social and economic disadvantage and the small and medium-sized organisations that provide services to them.

- Strong interpersonal skills including the ability to build collaborative networks with peaks and member organisations, partner with government while maintaining independence, and resolve conflict.
- Experience managing a small team, building strengths, identifying and addressing weaknesses, and fostering professional development
- As a member of a small organisation, the willingness to pitch in to get the job done when required to meet shifting organisational priorities.

Other Requirements

It is NCOS policy for all staff to be fully vaccinated against COVID-19, unless they have a certificate of medical contraindication. Being fully vaccinated means you have had at least two doses of an ATAGI approved COVID-19 vaccination and a booster shot as soon as reasonably practicable after you become eligible for it.

It is also a condition of our program funding that all employees undergo a National Criminal Records Check.