

Australian Council of Social Service

Position Description

Title of Position:	Senior Advisor-Employment
Term:	Permanent
Link to <u>Impact Strategy</u>	Impact Priority 3: Employment
Hours of work:	Full Time, Monday-Friday (36.75hrs per week)
Location:	Sydney, NSW
Salary:	ACOSS Enterprise Agreement Level 6 Plus superannuation, leave loading and above award conditions <i>*ACOSS pay tables are indexed annually at the greater of 1.5% or any increase to the SCHADS Award</i>

Organisational Overview

The Australian Council of Social Service is a national advocate for people affected by poverty, disadvantage and inequality, and the peak body for community services nationally.

Position Overview

The Senior Advisor -Employment works closely with the Director of Policy to drive employment policy and advocacy work to tackle poverty and disadvantage. The Senior Advisor may also work across other related policy and advocacy priority areas as required.

Working within the ACOSS Policy and Advocacy Team, the Senior Advisor – Employment also contributes to the broader ACOSS policy and advocacy agenda, advises the leadership team directly, and represents ACOSS publicly including in parliamentary and other stakeholder meetings.

This role will drive policy development, undertake strategic advocacy, build and strengthen networks, foster collaboration, and produce research and publications.

Key Responsibilities

- Produces high level written submissions, publications, briefing papers and contributes to developing media releases and social media content.
- Works closely and respectfully with a diverse range of stakeholders including but not limited to ACOSS member organisations, external experts, business groups, unions, governments and government agencies and other relevant stakeholders to progress ACOSS policy agenda.
- Advocates and negotiates at a high level with Government and other relevant bodies and coordinates related activities to further ACOSS strategic objectives.
- Provides high level strategic policy and advocacy advice and communicates policy ideas and arguments effectively.
- Plays a significant role in setting outcomes in relation to ACOSS' agreed objectives, and devises strategies to achieve them.
- Undertakes high level of responsibility for major and complex work initiatives.
- Manages highly complex projects.
- Contributes to the organisational development of ACOSS.
- Coordinates consultancy services in policy, research or communications.
- May supervise staff, volunteers and students as reasonably required.

Selection Criteria

Essential

1. Strong commitment to reducing poverty and treating all people with dignity and respect.
2. Relevant qualifications and specialist expertise in key policy areas impacting on people experiencing poverty and inequality, particularly in the area of Employment.
3. A demonstrated pattern of high productivity and performance in policy and advocacy, including the ability to adapt strategy to a rapidly changing external policy and political environment.
4. Application of a high level of discipline knowledge, generally at tertiary level and with advanced skills.
5. Superior verbal and written communication skills.
6. Demonstrated experience and ability in facilitation and collaborating with a

diverse range of stakeholders from governments and peak organisations to people directly affected and local community organisations.

Desirable

- Experience in undertaking surveys, data analysis and creating a compelling narrative of findings.
- Experience in playing a key role in advocacy campaign coordination.
- Firsthand experience of living on income support or experience of working with people receiving income support.

Organisational and Human Relationships

Works closely with:	CEO, Director of Policy and Advocacy, Policy and Advocacy Team, Communications and Engagement Team
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