

# Position description

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Position title	: Associate Director Policy and Advocacy
Reports to	: Director Public Affairs
Employment type	: Maximum-term (12 months), Full/Part-time (flexible arrangements)
Location	: Australia wide
No. of direct reports	: None
Date	: November 2021
Approved by	: Chief Executive Officer

## The operating environment

### SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change.

### SVA values

As a purpose-driven organisation, our values guide who we are, how we work and the decisions we make.



People at the centre



Difference gives us strength



Open and ready to learn



Real change takes time

### SVA First Nations Practice Principles

SVA is committed to reconciliation with Australia's First Nations peoples and to ensuring a culturally safe workplace for all our First Nations employees and partners. We commit that our work with First Nations peoples, families and communities is aligned with our First Nations Practice Principles:

- Support for self-determination and empowerment - SVA recognises and supports First Nations people's right to self-determination and strives to enable it through our work.

- Cultural integrity and understanding of historical context - SVA respects and deeply values the cultures of First Nations peoples, acknowledges their unique histories, and ensures our work is framed by them.
- Respectful and authentic engagement - SVA is respectful and authentic in our engagement with First Nations peoples.
- Reciprocity of value and learning - SVA strives for our work to create reciprocal benefit, value and learning for First Nations peoples.

## Team overview

The Policy & Advocacy (P&A) team supports SVA to achieve its mission by improving SVA's practical knowledge about reducing disadvantage. P&A plays a pivotal role in understanding the external evidence of what works and codifying the learning from SVA's work with partners in the areas of Education, Employment, Housing, First Australians, Disability, Mental Health and Early Childhood. Our Policy and Advocacy team drives SVA's systems change agenda taking SVA's perspectives and using them to influence government policy and sector practice to become more effective and reduce disadvantage.

## Position purpose

The Associate Director Policy & Advocacy plays a key role in supporting SVA's social policy agenda by developing and implementing campaign and advocacy strategies and identifying opportunities for SVA to work with NSW Government on a range of social policy programs, managing NSW government relations for SVA. This role is responsible for developing SVA positions in the broader national debate ensuring they are intrinsically linked to SVA's overarching campaign and advocacy agenda with a focus on Young Children Thriving, Employment and Impact Investing.

## Position responsibilities

Specific responsibilities include:

- Policy and Advocacy Team Management including strategy and business planning, in conjunction with the Director Public Affairs.
- Inform SVA's Policy & Advocacy strategy and business plan to address social issues on policies underpinning housing, employment, education, early years, and other emerging areas.
- Develop and implement SVA campaign and advocacy strategies with a focus on Young Children Thriving, Employment and Impact Investing, and to support new innovations and emerging areas of interest.
- Manage research projects working closely with SVA staff, clients, and partners, including the development and choice of research tools, survey design, data collection, analysis, and reports.
- Provide strategic policy advice across teams including research methodologies, evidence, and engagement with government.

- Provide knowledge and input on current research and evidence as part of the planning of new innovations and concepts that SVA could develop or work with partners to develop.
- Plan and manage the implementation of the Early Years, Employment and Impact Investing advocacy campaigns to support SVA's overarching policy and advocacy agenda.
- Work closely with Director, Early Childhood as a thought partner to design and implement an advocacy campaign to support the Young Children Thriving program of work.
- Identify opportunities, build, and maintain relationships with policy makers and Ministerial staff within NSW Government and Departments, to improve information exchange on new SVA initiatives and SVA's understanding of government priorities.
- Prepare policy briefs, presentations, and other communication to support SVA's engagement with NSW government; including assisting in the delivery of submissions, literature reviews, policy, and research papers to contribute to public policy debate as required.
- Represent SVA at social sector forums and build relationships with campaigners, and advocacy leaders in the sector to share strategies and build coalitions, as well as enrich SVA's understanding of campaigning to create an Australia where all people and communities thrive.
- Contribute to team goals and participate in organisational initiatives and activities as required, ensuring a safe and healthy environment for colleagues and stakeholders.
- Participate in and support organisational change initiatives and model SVA values.

## Special requirements

To perform this position some interstate travel will be required.

## Person requirements

To effectively perform this position, the person will require the following:

### Knowledge

- Demonstrated knowledge and commitment to working in the social sector and on society's most important challenges.
- Demonstrated commitment to social policy reform including a passionate belief that the right social policy settings can make a life-changing difference in the lives of people in need
- Deep knowledge of Australia's policy settings, social issues and an understanding of the levers employed by Government in economic and social policy This includes the processes by which social policy is developed and implemented, the key actors, and preferably the relevant legislation.
- Knowledge of primary research design principles and analysis.
- Comprehensive working knowledge of Microsoft Office (i.e., Excel, Word, PowerPoint, Outlook) and Salesforce (or at least another CRM platform).

### Experience

- Consolidated and demonstrated extensive experience in policy and research development
- Proven track record of delivering significant research and policy projects that align with organisational strategy and support effective advocacy.
- Experience working in either Government or social sector in either a policy or research capacity. Experience analysing large government data sets would be an asset.
- Experience working with people experiencing disadvantage, whether in a research, policy, or service delivery capacity.

### **Qualifications**

- Graduate degree, preferably with research, in Public Policy, Law, Social Sciences or relevant field.

### **Skills & Abilities**

- Ability to represent SVA with Government officials and social sector leaders.
- Excellent written and oral communication skills; persuasive strategic communication skills and ability to effectively build consensus among multiple stakeholders.
- Excellent project management skills – ability to manage large, long-term, complex projects.
- High attention to detail.
- Demonstrated ability to prioritise, and effectively use time and limited resources toward meeting, ambitious, measurable goals.
- Capacity to work autonomously and independently, without support staff, including providing advice to senior managers.
- Ability to build trusting and strong relationships across a broad set of organisations that relate to specific existing projects or are prospects for future work.
- Ability to create a positive working environment and rich professional learning experience for team members and across teams; working well with others to realise shared goals.
- Ability to work collaboratively and consultatively within team unit and broader organisation.
- Ability to influence others where no formal authority/accountability exists.
- Highly self-motivated and proactive, with ability to be adaptable in an entrepreneurial, fast paced, outcomes-focused culture.
- Ability to work effectively and problem solve in multi-disciplinary teams with diverse academic and professional experience.
- Ability and willingness to embrace new ideas and to be challenged.
- Ability to work in cross-cultural settings, and connect with diverse teams across the organisation, as well as with donors and supporters forming long term relationships.
- Alignment with SVA values.