

POSITION DESCRIPTION



| 1. POSITION DETAILS | |
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| Position Title | Director of Policy and Advocacy |
| Reports To | Chief Executive Officer |
| Type | Full- time Ongoing |
| Level | SCHCADS Level 7 |
| Date Created | July 2022 |
| Review Date | July 2023 |
| 2. POSITION CONTEXT | |
| Organisational Overview | <p>The South Australian Council of Social Service (SACOSS) is the independent peak body for the non-government health and community services sector in South Australia.</p> <p>SACOSS has been successfully advocating on behalf of vulnerable and disadvantaged South Australians and community service agencies for more than 75 years.</p> <p>As a peak body, we have a number of key roles, including to:</p> <ul style="list-style-type: none"> • Represent the sector and give voice to the interests of people who currently experience poverty, inequality and injustice, and the sector which supports them. • Research, develop policy, advocate and campaign on issues affecting disadvantaged South Australians and the sector that serves them. • Disseminate important information from the government to the community sector and from our sector back to government and the broader community. • Build the capacity of the health and community services sector and people faced with disadvantage to better respond to their circumstances. |
| Position Purpose | To develop and lead SACOSS' policy and advocacy functions while generating research and driving campaigns that inform and result in positive changes in the lives of people who experience poverty, inequality and injustice. |
| Position Level Descriptor | The Director of Policy and Advocacy is responsible for the work of a range of staff in policy and project roles, manages a series of significant contracts, and is responsible for policy development, advocacy and campaign strategy across a broad range of social policy areas. They represent SACOSS to government, business and the sector, as well as managing and mentoring staff. They have demonstrated knowledge and understanding of public policy development, political processes, public administration, and campaigning for change. |
| Accountability & Line | The Director of Policy and Advocacy is accountable to and operates under |

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| Management Responsibility | broad direction from the CEO, has day-to-day supervision of policy and project staff, and works collaboratively with SACOSS Corporate Services and Communications functions. |
| Special Conditions | <ul style="list-style-type: none"> Some inter/intrastate travel and out of hours work is required. |
| 3. PRIMARY RESPONSIBILITIES | |
| AREA | KEY ROLES |
| Stakeholder Engagement | <ul style="list-style-type: none"> Design, implement and maintain consultation and engagement mechanisms and activities to ensure that SACOSS policy, advisory and advocacy initiatives are informed by the experience and expertise of people experiencing poverty and disadvantage and our members. Liaise with relevant government, NGO, university, philanthropic, community networks and activists, 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. Consult and collaborate with SACOSS Policy Council and other key stakeholders in relation to policy advice and in advancing campaigns and advocacy plans. |
| Policy Development, Research, and Advocacy | <ul style="list-style-type: none"> Assist the CEO to set the strategic policy, research priorities and advocacy directions aligned with SACOSS' Strategic Plan and emerging challenges and opportunities. Design, deliver and oversee the development of high quality research, data analysis (both qualitative and quantitative) and public policy interventions to inform submissions, advice, advocacy efforts, policy positions and recommendations. Develop and oversee implementation of advocacy campaigns that align with strategic plan priorities, including through direct lobbying, information production and dissemination, and use of mainstream and social media channels, in collaboration with the communications team. Play a lead role in influencing, advising and advocating on priority issues, including by representing SACOSS on external committees and at public forums, and through developing productive relationships with both elected representatives of government and senior public servants Establish and support formal and informal partnerships and relationships with a range of our members, community organisations, networks so as to ensure the lived experience of people who experience poverty government, non-government and philanthropic organisations. |
| Information Dissemination | <ul style="list-style-type: none"> Liaise with the CEO and SACOSS communications staff to ensure production of high-quality strategic policy and advocacy materials to assist SACOSS campaigns. Provide policy campaign input into SACOSS' marketing, membership and media materials. Identify key information of direct relevance to the sector and to people experiencing poverty and disadvantage and ensure this is provided to members and other stakeholders in accessible, accurate, evidence based, engaging ways. |

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| Sector Development and Capacity Building | <ul style="list-style-type: none"> • Keep abreast of government policy, directions and initiatives that relate to SACOSS' vision of a SA free from poverty and disadvantage and/or the broader interests of the social service sector. • Establish and maintain strong relationships with other relevant civil society and sector peak bodies to facilitate collaboration and the sharing of information, expertise and resources. • Provide high-quality policy advice and strategic support to member and broader sector organisations. • Advocate for and develop policy in relation to relevant sector development and regulation issues. |
| Organisational Development and Management | <ul style="list-style-type: none"> • Make a high-level contribution to SACOSS planning processes. • Identify and implement methods to increase the profile of SACOSS, including exploring linkages with members. Develop, implement and manage funded research and projects, working within budgets and ensuring contractual obligations are met. • As a member of the leadership team, contribute to the development of SACOSS' Strategic and Operational plans. • Prepare regular reports for the Board, funding bodies and others as required. |
| Leadership | <ul style="list-style-type: none"> • Deputise for the CEO as required. • Provide supervision and leadership to policy and research staff and nurture a work environment where staff are encouraged, challenged and stretched to develop their competence, and provided with opportunities for development. • Work collaboratively with the leadership team to demonstrate the flexibility and resilience needed to respond to emerging opportunities and challenges • Manage budgets to support efficient operations and financial sustainability. • Pursue appropriate opportunities to grow SACOSS' income. • Model ethical, respectful and accountable behaviour consistent with SACOSS values. • Undertake other duties as required in line with the SACOSS Strategic Plan and the needs of the workplace. |

4. SKILLS / KNOWLEDGE / EXPERIENCE PROFILE

1. A tertiary qualification and high-level experience in public policy development and research.
2. Experience leading the planning and execution of political advocacy campaigns aimed at achieving social policy outcomes.
3. Deep awareness and excellent understanding of the contemporary social, environmental, economic and political issues impacting on low-income and disadvantaged people in South Australia.
4. Outstanding analytical, conceptual and problem-solving skills, including the ability to think laterally and creatively and develop innovative and sound policy proposals.
5. Demonstrated high-level of written and verbal communication skills, including the ability to research, compile and prepare reports, submissions and documents.
6. Experience in managing a small team and developing people staff by building on their strengths, identifying and addressing weaknesses, and fostering opportunities for their professional development.
7. Ability to work to deadlines, including a high level of coping ability to successfully prioritise and manage complex and uncertain tasks.
8. Awareness of social policy frameworks and public policy development, including knowledge of the interface between local, state and national governments, their policies and political drivers.
9. Strong interpersonal skills including the ability to build collaborative networks with people experiencing poverty and disadvantage, other peak bodies and member organisations,
10. Proven capacity to work and partner with government, while maintaining independence and where required to negotiate and resolve conflict.

5. ACKNOWLEDGEMENT

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| Line Manager | | Signature | Date |
| Employee Name | | Signature | Date |