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| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people regain their independence since 1859.  The MA Strategy charts MA’s Strategic direction. MA services are funded by federal, and state governments, donors and supporters and corporate partners. Services are delivered in partnership with a range of corporate and community organisations to make a real difference to the well-being of Australians in need.  MA seeks to continually improve the way it delivers services to individuals and communities through a well-connected, flexible and responsive service delivery model.   * We recognise and value our people (staff and volunteers), their expertise and their contribution. * We serve on the basis of need, without discrimination, recognising and respecting diversity in individuals and communities * We believe that Aboriginal and Torres Strait Islander people of this country should be restored to a place of equity, dignity and respect * We recognise the effects of climate change impact acutely on the most vulnerable people in our society   Mission Australia brings together a range of services for people around Australia who are economically and socially vulnerable in the community (children, young people, families, Aboriginal and Torres Strait Islanders, the unemployed, offenders, people with disabilities, the ageing and the homeless). |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | End homelessness and ensure people and communities in need can thrive. |
| **Position Details:**  Position Title: Senior Policy Officer | |
| Division: | Office of the CEO |
| Reports to: | Head of Policy and Advocacy |
| Position Purpose: | Reporting to the Head of Policy and Advocacy and working with the Office of the CEO team, this key role will help develop, articulate and communicate Mission Australia’s (MA) policy and advocacy focus to shape and influence public policy to deliver the Organisation’s strategic direction of “effecting social change by being a courageous voice and advocate for people in need.”  Working with internal and external stakeholders, you will prepare policy positions and submissions to government on MA’s priority areas including homelessness, housing, youth and strengthening communities. You will also help develop MA’s position on broader social issues and government initiatives. Your work will draw on MA’s service experience and research resources to provide evidence-based policy responses. |
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**Position Requirements (What are the key activities for the role?)**

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| |  |  | | --- | --- | | **Key Result Area 1: Development and production of policy statements:** | | | **Key tasks** | **Position holder is successful when** | | * Work to the direction of the Head of Policy and Advocacy to develop, draft and refine policy statements aligned with Mission Australia’s strategy. * Collate case studies, knowledge of best practice and other evidence from MA service delivery teams to inform social policy. * Work with the research and evaluation team to draw out policy recommendations from research products including MA’s annual Youth Survey and sub-reports. | * Policy statements are of a high quality, have internal agreement and buy-in and are respected within the sector. | | **Key Result Area 2: Timely production of policy submissions and briefing papers:** | | | **Key tasks** | **Position holder is successful when** | | * Under the direction of the Head of Policy and Advocacy prioritise and draft submissions relevant to Mission Australia programs and clients. * Provide and compile briefings to senior management on government policy papers and processes – white papers, consultations papers, Productivity Commission inquiries etc. relevant to MA. * Work with the media team to ensure media briefs and statements are informed by organisational policy positions. | * High quality, evidence-based and targeted submissions are produced and cited by government and media. * Briefings produced are useful to and regarded highly by management. | | **Key Result Area 3: Collaboration with internal stakeholders:** | | | **Key tasks** | **Position holder is successful when** | | * Work collaboratively with other parts of the OCEO team including media and internal communications. * Work collaboratively with the evidence and insights team, service design and development team, practice leadership team, service delivery team, fundraising and marketing team, MA Housing and other areas of the organisation as relevant. * Build effective relationships with key stakeholders in the above teams, balancing competing demands for resources and information. | * There is successful collaboration on projects and regular interaction. * There is policy and advocacy input to service design and tenders. * Service experience and client voice are captured in submissions and policy statements. * Positive feedback is received from internal stakeholders. | | **Key Result Area 4: Collaboration with external stakeholders:** | | | **Key tasks** | **Position holder is successful when** | | * Develop effective relationships with sector colleagues on common policy priorities and issues for joint advocacy. * Share intelligence with sector colleagues on policy developments relevant to Mission Australia. * Collaborate with counterparts in sector peaks and other NGOs on policies and submissions. * Utilise government networks to understand broader policy priorities and settings likely to impact Mission Australia clients. | * Key relationships are developed within sector and information is shared. * Joint initiatives are developed and actioned. * Intelligence is gathered through government networks. | | **Key Result Area 5. Represent Mission Australia at external policy forums:** | | | **Key tasks** | **Position holder is successful when** | | * Attend and represent Mission Australia at informal and invited policy forums relevant to MA policy priorities and provide feedback as required. | * Mission Australia is a respected voice at policy forums. | | |
| **Work Health and Safety**  Everyone is responsible for safety and must maintain:   * A safe working environment for themselves and others in the workplace * Ensure required workplace health and safety actions are completed as required * Participate in learning and development programs about workplace health and safety * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries   **Purpose and Values** | |
| * Actively support Mission Australia’s Founding Purpose and values; * Positively and constructively represent our organisation to external contacts at all opportunities; * Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; * Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.); * To help ensure the health, safety and welfare of self and others working in the business; * Follow reasonable directions given by the company in relation to Work Health and Safety. * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. | |

**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| |  | | --- | | * Tertiary qualifications in a relevant discipline * Strong experience in and knowledge of one or more areas of social policy * Analytical skills in social policy * Working understanding of government policy and program settings * High level written and verbal communication skills * Excellent interpersonal skills and capacity to work with a wide range of stakeholders * Capacity to manage competing priorities and meet tight deadlines | |
| **Key challenges of the role** |
| * Collaborating with a wide range of internal and external stakeholders in a dynamic environment. * Working across a broad range of social policy areas and a constantly changing political landscape at the Federal and State levels. * Maintaining high quality written work within tight deadlines and competing priorities |

**Compliance checks required**

**Working with Children**

**National Police Check**

**Vulnerable People Check**

**Drivers Licence**

**Other (prescribe)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

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| Kathryn Di Nicola  Acting Head of Policy & Advocacy |  | March 2021 |  |