



POSITION DESCRIPTION

POSITION TITLE	Senior Policy Advisor – Disability
DIVISION	Social Policy and Research Centre (SPARC) and Disability Services
DEPARTMENT	Policy
REPORTS TO	Principal Policy Advisor, SPARC, with matrix reporting to Head of Programs and Innovation, Disability Services

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

BSL researches the causes and effects of poverty and connects research, practice and policy to advocate national, state and local policy solutions for people experiencing disadvantage. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia.

BSL's work is informed by the lived experience of our staff and service users with disability.

BSL values diversity and inclusion for staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Social Policy and Research Centre (SPARC) has responsibility for seeding new approaches to social policy, programs and practice that help shape a better future for individuals, families and communities experiencing poverty, inequality, and social exclusion.

- This role will also work collaboratively with the BSL Disability Services team. The purpose of BSL Disability Services is to:
 - ensure that people with disability enjoy the same rights, choices, and opportunities as all Australians to participate socially and economically in

society. We assist people to navigate the National Disability Insurance Scheme, participate in community and access supports as required to achieve their goals.

- recommend policy & practice reforms to achieve the outcomes of the Australian Disability Strategy,
- provide disability services that innovate and lead to better support and achievement of the Australian Disability Strategy for all people with disability.

POSITION PURPOSE

The Senior Policy Officer - Disability will support the development and implementation of disability policy positions across BSL. This will include a focus on the early years, employment, NDIS reform and responding to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.

The role will also lead and coordinate submissions to government on BSL's disability-related work, and will work with others to ensure that all submissions to government from BSL flag the impact on people with disability where necessary.

The role will operate in a highly collaborative organisational model where working interdependently is an essential requirement for success.

Within BSL, the position will report to the Principal Policy Advisor SPARC with matrix reporting to the Head of Disability Programs and Innovation to ensure that disability policy is aligned across BSL. The position will also work closely on a day-to-day basis with BSL Disability Services teams, focusing on project management, policy development and advice.

BSL also benefits from a partnership with the University of Melbourne and the position will work closely with a University of Melbourne – BSL Principal Research Fellow, and other University of Melbourne – BSL roles.

This role will also engage closely with the Monitoring, Evaluation and Learning team in SPARC.

KEY RESPONSIBILITIES

Policy development, influencing and advocacy activities

- Lead the development of a collaborative policy agenda with SPARC and Disability Services team staff, including in the areas of disability early years, employment, and sector reform.
- Lead the development and finalisation of key policy positions, working across BSL and externally to engage key stakeholders and ensure our positions are informed by best practice
- Contribute to broader policy development, influencing and advocacy activities within BSL, particularly as they relate to disability.

- Scan, monitor, analyse and report on social policy trends in disability.
- Establish and maintain relationships with key policy and other relevant organisations and individuals to foster opportunities for advocacy and knowledge transfer relevant to disability services.
- Manage the preparation and presentation of policy papers, reports, briefs, and presentations.
- Contribute to and/or collaborate on the implementation of dissemination and promotion strategies including making presentations, hosting events, authoring, and co-authoring publications such as policy positions, briefings, reports etc.
- Contribute to and/or support the development of submissions and other external facing documents as agreed with Manager.

Project management and Administration

- Provide project management and lead implementation of the disability policy agenda for BSL.
- Support the overall SPARC strategic leadership and management.
- Contribute to the development of funding proposals and submissions.
- Undertake administration and management tasks.
- Carry out duties consistent with the scope and level of the position as directed by the Manager.
- Work collaboratively across and within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require indirect contact with children and/or vulnerable individuals
- Other duties as required

ORGANISATIONAL RELATIONSHIPS

Internal Stakeholders: Disability Services, SPARC team, BSL service delivery teams, volunteers and students

External Stakeholders: External research and policy stakeholders, particularly in disability and advocacy organisations and The University of Melbourne. Peak bodies (e.g. ACOSS and VCOSS)

SCOPE OF RESPONSIBILITY

Direct Reports: *None*

Indirect Reports: *None*

KEY SELECTION CRITERIA

Qualifications and expertise

- A social science or public policy degree with extensive relevant policy experience or an equivalent combination of relevant tertiary education and policy experience.
- Developed knowledge of the field of disability services, and preferably disability employment or early years, including current issues and debates in research and policy.
- Developed understanding of the policy environment, including contemporary issues.
- A track record of working collaboratively with people with disability and representative organisations
- Experience in policy roles in government, the community sector or disability sector

Skills

- Developed policy analysis and implementation skills.
- Demonstrated project management and organisational skills, including the ability to plan workload, prioritise and meet deadline.
- Demonstrated and well developed written and oral communication skills.
- Well-developed interpersonal and communication skills to build effective relationships, advise and liaise with a broad range of people across all levels, both internally and externally including people of all ages and from diverse cultural and socioeconomic backgrounds.
- Demonstrated proficiency with bibliographic software such as Endnote and Microsoft office software (Word, Excel, Access etc).

Personal qualities

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.

- Seeks the common good - through compassion, a generosity of spirit and reliance on evidence.
- Collaborative – work with others to achieve common goals; a spirit of teamwork, and staff support.
- Strong attention to detail.
- Understanding of and empathy with the values and ideals of BSL.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work-based travel, attendance at a variety of different work locations.
- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.
- An NDIS Worker Screening check is required – BSL will support successful candidates in this process
- NDIS Banning Orders Register checks shall be undertaken

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and this position description may be amended from time to time.