



POSITION DESCRIPTION

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| POSITION TITLE | Government Engagement Adviser |
| DIVISION | Strategy and Impact |
| DEPARTMENT | Government Engagement |
| REPORTS TO | Senior Manager Government Engagement |

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.

Our work is varied. 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. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

BSL values diversity and inclusion with regards to its 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.

FUNCTION PURPOSE

Strategy and Impact is an enabling function that fosters collaboration and shared purpose across BSL functions by leading policy, research, and advocacy, leading strategy, fostering cross-organisational projects, leading public engagement, and developing and nurturing strategic partnerships, and increasing our financial sustainability.

The Government Engagement team within the Strategy and Impact Group is responsible for developing and nurturing strategic relationships with all levels of government, driving BSL's advocacy agenda in partnership with Services, our Social Policy and Research Centre (SPARC), communications, marketing, and the Office of the Executive Director and external stakeholders and partners.

POSITION PURPOSE

The Government Engagement Adviser supports the Senior Manager Government Engagement and works collaboratively across BSL to support engagement with state and federal governments at departmental and ministerial level and as needed local government in key areas to support placed based approaches.

The role supports the critical Government Engagement function in advancing our purpose by developing and supporting the implementation of government engagement plans around advocacy and influencing. The role will support key leaders from across BSL to cultivate and maintain relationships with Ministers, Shadow Ministers and their staff, members of parliament and their staff and public servants at a state and federal level to support the communities we serve. The role will also cultivate and maintain positive relationships with relevant stakeholders.

The Government Engagement Adviser will bring strategic thinking, a commitment to collaboration and communication as well as advocacy and internal and external influencing skills to the role. Reporting directly to the Senior Manager Government Engagement, the role will be required to work collaboratively across BSL but also independently on set tasks and activities.

KEY RESPONSIBILITIES

Engagement, influencing and advocacy

- Supporting BSL leaders to fostering relationships with key decision makers in state and federal governments, including future leaders and decision makers to become advocates for BSL
- Cultivating relationships with alternative government and cross benchers
- Coordinate and support the development of election and budget bids in line with the electoral and budget cycle
- Co-ordinates visits and related briefings by MPs/Ministers to BSL services, research and policy and organisational events to position and showcase our work, with a particular focus on pre budgets/elections
- Look for opportunities to appropriately include the voices and experiences of those BSL work with in our government relations and advocacy
- Support and develop relevant content for internal and external communications in relation to government relations activities
- Support opportunities to showcase BSL with members of parliament and public servants, for example Victorian Parliamentary Expo
- Support teams with development of out of budget cycle proposals, as appropriate.
- Support senior leaders to develop and maintain key relationships with government advisers and staff to support the Advocacy Engagement plan and enable the lead teams in each department to develop and sustain strategic relationships.
- Work collaboratively with and support Communications, Marketing, Fundraising and other teams as needed to position BSL as a sector leader.
- Develop and maintain strong partnerships, collaborations and networks with relevant business units and functional areas across the organisation.

Capacity building and collaboration

- Support the Senior Manager Government Engagement to build organisational capacity in relation to government relations and advocacy
- Coach, support and mentor lived experience advocates to support BSL advocacy in line with the BSL Lived Experience Framework
- Support Services and SPARC to develop and execute engagement plans for relevant themes and system reforms, to influence decision makers

Strategy

- Support the execution of a BSL Government Engagement and Advocacy Plan in collaboration with Senior Manager Government Engagement, Services, SPARC, Fundraising and others.
- Collaborate with SPARC, Services, Office of the ED, Communications, Marketing, and relevant communities of practice to ensure Government Engagement work serves the systemic change agenda and aligns with and is fully supportive of the broader organisational Strategy.

Operations

- Support the development, review, monitoring and reporting on a BSL advocacy and influencing plan to operationalise the BSL strategy each year, including contributing to the data and reporting of BSL impact
- Track and evaluate government engagement activity using relevant systems.

Accountability

- Demonstrate and foster active collaboration within teams, and across teams, to achieve common goals.
- Optimise advocacy and government relations activity and ensure that any legal and compliance obligations are met.
- Work collaboratively 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 direct contact with children and/or vulnerable individuals
- Other duties as required

ORGANISATIONAL RELATIONSHIPS

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| Internal Stakeholders | Members of the Executive team, SPARC and Services Senior Leaders. Communications and Marketing teams and other BSL teams |
| External Stakeholders | MPs, Ministers, staffer, public servants, other for purpose organisations |

SCOPE OF RESPONSIBILITY

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|----------------|---|------------------|---|
| Direct Reports | 0 | Indirect Reports | 0 |
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KEY SELECTION CRITERIA

Career Experience:

- Experience in a similar role, with demonstrated success in delivering positive organisational outcomes through an advocacy agenda
- Strong existing networks across government, cross-bench and/or Opposition MPs, with the ability to create access for BSL leaders
- Demonstrated experience working collaboratively across teams or in matrix environment.
- Strong written and verbal communicator. Adept at framing, positioning, and influencing; able to interpret, translate and present complex information in a way that is straightforward to understand, both written and verbal.
- Well-developed organisational skills and comfortable working under pressure.
- Experience with and understanding of community services and interventions that drive systemic change to eliminate poverty.
- Political nous and knowledge of the workings of government and parliamentary procedure, and the services and policy landscape as it relates to the community sector
- Experience working in an organisation collaboratively with research, policy and program teams

Personal Qualities:

- A passion and understanding of social justice issues.
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence
- Ability to travel domestically, including Canberra or other locations when required

Qualifications/other:

- Relevant tertiary qualifications or equivalent experience

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work-based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process