**JOB DESCRIPTION**

# Government Relations Lead

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for developing, coordinating and implementing government relations strategy and activities to support the delivery of advocacy goals and service needs. This role will include guiding the effectiveness of government relations at Uniting and ensuring key milestones and outcomes are met.

# ****ROLE KEY ACCOUNTABILITIES****

You will be an integral member of the Advocacy and Media team through the following:

* Working closely with the Head of Department to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
* Taking responsibility for ensuring that team members have the necessary resources and capability to deliver high quality work. Regularly assessing team member performance, setting objectives and establishing active development plans.
* Understanding government and policy trends and implications, and demonstrating knowledge of the impact government relations has across Directorates in Uniting.
* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.
* Actively contributing to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Government Relations Lead, your role specifically will:

* Work with the Head of Department, plan and develop the government relations strategy that elevates Uniting’s objectives and is consistent with Uniting’s advocacy strategy
* Supervise and support team members to implement the government relations strategy with operating plans and measurable outcomes
* Expertly guide government relations opportunities
* Provide expert advice and management of government relations during crises andissues, and proactively anticipating reputational risks
* Implement the deliverables defined by campaign direction and plans.
* Analyse and report on government relations outcomes to review the effectiveness of strategies and activities.
* Manage and develop a team to deliver on strategic government relations objectives.
* Proactively analyse Government decision-making processes, issues and outcomes including:
  + Notification and analysis of government bills, inquiries, policy announcements and their impact on public policy advocacy and service operations.
  + Coordination of lobbying and submissions on these matters as required in consultation with the appropriate business unit(s).
  + Monitor and provide analysis of legislative and regulatory developments at the local, state and territory, and Commonwealth levels that may impact Uniting in collaboration with the appropriate business unit(s).
  + Provide advice for potential implications of proposed regulations and design and implement strategies for favorable outcomes.
  + Provide briefing material for key internal stakeholders as required.
* Provide Government Relations support across the organisation including:
  + Delivering Government Relations advice and assistance to all teams as required, both proactive and reactive.
  + Regular liaison with service areas to proactively identify issues of concern that needs to be raised with government, including appropriate follow-up lobbying activity.
  + Providing support to other members of the Advocacy team as well as media teams to assist in the development and implementation of advocacy plans and other initiatives as required.
  + Providing briefing material for key internal stakeholders as required.
  + Preparation of Board, Board sub-committee and other papers and communications on relevant topics/issues as required.
  + Coordination of high-level executive correspondence to Governments on key issues.
* Develop and improve interaction will all levels of Government including:
  + Develop opportunities to work with all levels of Government to further advocacy priorities.
  + Coordinating and attending government stakeholder events as required.
  + Develop and maintain strong relationships with key government officials, and other relevant stakeholders.
  + Act as a point of contact between Uniting and government entities, ensuring effective communication and alignment of interests.
  + Track legislative processes and maintain an understanding of relevant laws, regulation, parliamentary committees, and government inquiries.
  + Engage in lobbying efforts to positively influence the development and amendment of legislation that may affect Uniting.
  + Consult with stakeholders within Uniting, the wider Uniting Church and its agencies to engage, communicate and effectively lobby Uniting’s position.
* Increase the transparency, consistency and strategy around government relations activities across the organisation including by use of technology and IT systems.

* Perform other duties or contribute to other activities or projects as required.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  Social Impact and Advocacy

**You’ll report to:** Head of Advocacy and Media

# YOUR KEY CAPABILITIES

* **People Leadership**
* **Delivers performance through others -** Clearly delegates and assigns responsibility, evaluating performance along the way.
* **Creates and builds the capability of our people -** Enriches Uniting's overall capability through selection, feedback & the development of excellent people
* **Builds diverse, highly engaged teams -** Builds effective teams with the morale and capability to cope with change effectively.
* **Business Acumen**
* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

* **Qualifications:**
* Bachelor qualification in a relevant field or equivalent experience.
* **Experience:**
* This is a management role, typically requiring 6 or more years’ experience, including two or more years’ experience supervising a small team of specialists. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. Typically, this role will require. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will have good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Demonstrated experience in government relations or working in/and or with government in a policy or regulatory field at a senior level.
* Demonstrated capacity for strategic thinking, high level analytical skills and the ability to identify and make explicit the links between research, policy and practice and identify government relations opportunities that arise from that connection.
* Substantial experience in developing networks and partnerships with key stakeholders in to implement strategy or achieve project goals.
* Capable of representing Uniting in a positive light at the highest level to external stakeholders.
* Capable of working with internal Uniting stakeholders at the highest level including direct interaction with the Executive Director and Board.
* Excellent written and verbal communication skills.
* Understanding of policy, media and government related campaign coordination.
* Capacity to work with and engage a wide variety of internal and external stakeholders.
* Experience in use of digital tools for government relations and advocacy.
* Ability to interpret and present complex research and policy in a way that engages a general audience
* Sound project and time management skills with capacity to manage tasks and meet deadlines across multiple projects.
* Ability to work long and irregular hours when required.
* Ability to travel domestically, including Canberra or other locations when required.
* A passion and understanding of social justice issues.

**Even better:**

* The ability to open doors in government.
* An understanding of the ethos and structures of the Uniting Church.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Manager’s Name:**  **Title** | Alice Salomon  Head of Advocacy and Media |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |