

POSITION DESCRIPTION

POSITION OBJECTIVE:

This position will drive policy, engagement and advocacy on behalf of VCOSS members across one or more of VCOSS's core policy portfolios. The position will prepare high quality reports and recommendations to strengthen VCOSS policy and advocacy work. This position will act as a key VCOSS contact for government, VCOSS members and other stakeholders.

POSITION DETAILS:

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| Position Title | POLICY ADVISOR |
| Team | Fair and Just Community |
| Classification | Level 4.1 - 4.5 |
| Salary Range | \$79,118–\$90,853 |
| Status | Full-time |
| Reports to | Policy Manager |
| Located | Level 8, 128 Exhibition Street, Melbourne |
| Last updated | November 2017 |

THE ORGANISATION

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

In addition to supporting the sector, VCOSS represents the interests of vulnerable and disadvantaged Victorians in policy debates and advocates for the development of a sustainable, fair and equitable society.

THE WAY VCOSS WORKS

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base
- We promote and advance the research and evidence base to drive advocacy priorities

KEY ACCOUNTABILITES

1. Identify policy goals and emerging issues for allocated policy portfolios, focussing on achievable and effective outcomes aligned with VCOSS strategic priorities.
2. Provide high quality social policy submissions, reports and advice for allocated policy portfolios, including education, and children, young people and families.
NB: allocated policy portfolios may change according to the needs and strategic priorities of VCOSS.
3. Act as a key VCOSS contact person for government, VCOSS members and other stakeholders on allocated portfolios, ensuring effective consultation, engagement and information exchange.
4. Ensure the timely completion of projects in accordance with priorities established by VCOSS and allocated networks and forums.
5. Maintain and develop effective working relationships with diverse stakeholders.
6. Work collaboratively with VCOSS staff to identify opportunities to strengthen policy development, advocacy, service delivery, capability and partnership opportunities.
7. Develop and implement campaigns, as allocated, that involve effective sector engagement and advocacy to achieve change.
8. Work collaboratively with VCOSS policy staff and members to sustain VCOSS networks and forums.

ORGANISATIONAL RELATIONSHIPS:

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| Reports to | VCOSS Policy Manager |
| Supervises | none |
| Internal Liaison | Fair and Just Community Team Policy Team Other VCOSS staff as required |
| External Liaison | Relevant VCOSS members, government agencies and other stakeholders |

KEY SELECTION CRITERIA:

1. Experience working in a policy, advocacy or related position within the community or government sector.
2. Knowledge of education and children, young people and family policy, or capacity to acquire this knowledge quickly.
3. Knowledge and a commitment to the objectives and values of VCOSS and a capacity to represent VCOSS views as required.
4. High level written and analytical skills with a track record of providing authoritative and strategic policy advice.

5. Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.
6. Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a collaborative team.
7. Proven ability to develop and maintain effective partnerships with a diverse range of stakeholders with competing agendas.
8. Relevant tertiary qualification or equivalent.