

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:

Position Title	POLICY ADVISOR
Classification	Level 4.1 - 4.5
Salary Range	\$83,733 – \$96,152
Status	Multiple fixed-term positions: Full-time, part-time, maternity leave cover
Reports to	VCOSS Manager
Located	Level 8, 128 Exhibition Street, Melbourne
Last updated	May 2019

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 aligned with VCOSS's strategic priorities.
2. Produce high-quality policy submissions, reports and advice on allocated portfolios. Policy portfolios may include education, employment, disability, children, young people and families, energy, and/or climate change.
NB: allocated policy portfolios may change according to the needs and strategic priorities of VCOSS.
3. Effectively consult and engage with government, VCOSS members and other stakeholders, including through networks and forums.
4. Work collaboratively to develop and implement strategic social change campaigns.
5. Complete projects on-time, in accordance with VCOSS priorities.
6. Work collaboratively with VCOSS staff to identify opportunities to strengthen policy development, advocacy, service delivery, capability and partnership opportunities.

ORGANISATIONAL RELATIONSHIPS:

Reports to	VCOSS Manager
Supervises	none
Internal Liaison	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.
2. Knowledge of one or more key VCOSS policy areas, including:
 - education,
 - employment,
 - disability,
 - children, young people and families,
 - energy, and/or
 - climate change.
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 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.