

## Position Summary

<b>Position title:</b>	Senior Policy Advisor
<b>Team:</b>	Policy Team- Government Relations, Policy and Evidence Directorate
<b>Reports to:</b>	Manager, Policy
<b>Location:</b>	Flexible (This role can be worked remotely from any location within Australia, hybrid work arrangements available in Victoria).
<b>Position type/FTE:</b>	Fixed term: 1.0 FTE (Flexible FTE options will be considered)
<b>Tenure:</b>	3 years
<b>Probation period:</b>	6 months
<b>Salary classification:</b>	Our Watch Band 5, Level 1 (\$93,366-\$97,760) plus 10.5% superannuation and 17.5% annual leave loading

## Organisation context

Our Watch is a national leader of primary prevention of violence against women and their children.

Our vision is an Australia where women and their children live free from all forms of violence. Our role is to stop violence before it starts.

Our Watch recognises and values diversity among its staff and strongly encourages suitably qualified people from all backgrounds to apply, especially people who have a strong understanding of intersectionality either by working with diverse population groups or a lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Our Watch's main office is in Melbourne, however this role is a national role and applicants from across Australia are invited to apply.

## Organisational values

**Collaborative** – We do this work together.

**Optimistic** – We believe that change is possible.

**Authentic** – We stand behind our work.

**Creative** – We are innovative and brave as we create change.

**Inclusive** – We embed a diverse range of perspectives in everything we do.

## Position overview

Reporting to the Manager Policy, this role will contribute to the policy work of Our Watch, with the aim of driving nationwide change to prevent violence against women. The role will monitor the policy landscape and emerging policy debates and identify and respond to opportunities for Our Watch to engage in public policy processes. The role will synthesise and analyse information and evidence to develop expert policy analysis and advice and provide this advice both externally in the form of policy submissions and correspondence, and internally as briefings to support the work of the Director, CEO and Board.

There are several positions available with the expectation that the positions will work as part of a national team.

## Responsibilities and accountabilities

1. Monitor and analyse relevant policy, government and parliamentary processes in all Australian jurisdictions, including budgets, policy announcements, government plans and strategies and Parliamentary debates and inquiries, as well as broader public policy debates to:
  - Identify and respond to opportunities for Our Watch to engage with these processes and inform government policy and decisions relevant to the prevention of violence against women and gender equality, in line with the Our Watch evidence base
  - Support Our Watch policy priorities and key frameworks and strategies, including the Government Relations Strategy and Evidence and Impact Strategy.
2. Develop and provide expert, evidence-based policy analysis and advice to governments, policy makers and other decision-makers to encourage, inform and support effective policy approaches to the primary prevention of violence against women in Australia, including by:
  - Developing and drafting background papers, position papers and policy submissions
  - Provide policy advice and contribute policy content to briefings, recommendations and correspondence to inform Our Watch engagement with Ministers, senior government representatives, Parliamentarians and other decision-makers
3. Identify and foster productive and collaborative relationships with non-government stakeholders to strengthen evidence-based policy and decision making to prevent violence against women and promote gender equality, including consulting and collaborating with a broad range of sector organisations, researchers, advocates and experts.
4. Communicate and collaborate effectively across the organisation, to:

- ensure all policy work is aligned to shared organisational goals, and our evidence base
  - promote internal integration of Our Watch policy positions.
5. Provide regular updates and advice to the Manager Policy and Director Government Relations, Policy and Evidence.
  6. Represent Our Watch at relevant meetings and events, and undertake other duties as required.

## Direct reports

The Senior Advisor may be responsible for supervising an Advisor. The role is expected to provide effective direction to any consultants and suppliers that may be engaged from time to time.

## Organisational relationships

### Internal

This role will work closely and collaboratively with other members of the Policy Team and contribute to the overall work of the Government Relations, Policy and Evidence Directorate. It will also work collaboratively with staff across the organisation.

### External

The role will support the Manager and Director’s relationships with Our Watch Member Representatives and government departments and agencies in each jurisdiction, and (as directed) liaise with less senior staff in government departments and agencies. The role will also identify and foster productive and collaborative relationships with non-government stakeholders including sector experts and organisations, researchers and others engaged in public policy processes, prevention of violence against women and gender equality.

## Skills and qualifications (key selection criteria)

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in social or political science, public policy, law, gender studies, or other area of relevance; or equivalent experience</li> <li>• Experience working in the field of violence against women and/or gender equality</li> </ul>
<b>Skills and expertise</b>	<ul style="list-style-type: none"> <li>• Well-developed understanding of the current policy and political landscape relating to the prevention of violence against women and/or gender equality.</li> <li>• Demonstrated skills in critical thinking, research, analysis and the provision of policy advice in a fast-moving environment.</li> <li>• Understanding of what it means to take an intersectional approach to the prevention of violence against women. Awareness and responsiveness to systemic inequality and social injustice or demonstrated capacity for self-initiated development of this</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Demonstrated project planning and management skills, and an ability to balance planned work with unexpected and urgent tasks and requests for advice.</li> </ul>

<b>Stakeholder engagement and relationship skills</b>	<ul style="list-style-type: none"> <li>• Well-developed stakeholder relationship skills, with the demonstrated ability to work, collaborate and consult with a diverse range of relevant stakeholders</li> <li>• Demonstrated skills, knowledge and capacity to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these</li> </ul>
<b>Written and verbal communication</b>	<ul style="list-style-type: none"> <li>• Strong written communication skills, including experience writing policy briefs and submissions and distilling complex ideas into concrete and accessible guidance and advice for varied audiences including decision makers</li> <li>• Excellent verbal communication skills and proven ability to present and speak to diverse stakeholders and audiences.</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Commitment to the Our Watch vision, purpose, mandate and values</li> <li>• Commitment to Our Watch values</li> <li>• Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting the Our Watch ideals of gender and cultural diversity at all times</li> <li>• Commitment to working collaboratively and respectfully in a high-performing team and organisation, with the ability to meet tight deadlines and work productively with limited supervision</li> </ul>