

## Position Description



<b>POSITION TITLE</b>	<b>Policy Manager</b>
<b>PROGRAM</b>	<b>Policy</b>
<b>STATUS</b>	<b>Full time</b>
<b>REPORTING TO</b>	<b>General Manager, Communications and Strategic Engagement</b>

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### 1. JESUIT SOCIAL SERVICES OVERVIEW

#### **Our Vision**

Building a Just Society

#### **Our Mission**

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### **Our Purpose**

We work to build a just society where all people can live to their full potential - by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### **Our Values**

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### **Who we work with**

We are part of and work with:

- Those most in need - individuals, families and communities
- The broader communities in which we live
- The decision-makers, service providers and institutions that affect us

#### **What we do**

We strengthen and build respectful, constructive relationships for:

- Effective services - by partnering with people most in need and those who support them to address disadvantage
- Education – by providing access to lifelong learning and development
- Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
- Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
- Leadership development – by partnering across sectors to build expertise and commitment for justice

## 2. PROGRAM BACKGROUND

### Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

### Policy Unit

Drawing on our experience of engaging with disadvantaged people, families and communities through our services and programs, the Jesuit Social Services Policy Unit has two key functions:

1. **Research and policy development:** Developing the research, policy and solutions needed to achieve our vision of 'a just society'.
2. **Advocacy:** Identifying and implementing advocacy strategies to achieve the change needed, including through government relations, submissions, engagement with the media, collaborations with other sector organisations or allies, and other avenues.

## 3. KEY OBJECTIVES OF THE POSITION

The key objectives of this position are:

- 3.1 Oversight and implementation of the policy, advocacy and research agenda that:
  - is consistent with the Mission of Jesuit Social Services
  - draws on the practice experience of Jesuit Social Services' staff and program participants
  - responds to social policy and advocacy issues in the broader environment.
- 3.2 The development of resources and strategies to implement this agenda.
- 3.3 The identification of research or policy evidence to inform the development and implementation of Jesuit Social Services programs.

## 4. DUTIES

- 4.1 Oversee the policy work of the organisation.
- 4.2 Ensure communication between policy and program areas to ensure consistency in philosophy and approach.
- 4.3 Assist in identifying social policy concerns emerging from our direct service programs and work with senior management to address issues of social justice and human rights.
- 4.4 Provide research evidence, policy briefings or analysis to support current or emerging program directions.
- 4.7 Identify issues emerging in the wider community requiring a research, policy or advocacy response.

- 4.8 Work with senior management as appropriate, to raise issues of public concern with political representatives and senior departmental officials.
- 4.9 Work with senior management to initiate and respond to issues relevant to Jesuit Social Services that emerge through sector networks and in the media.
- 4.10 In conjunction with senior management, maintain and develop links and collaborative relationships with government agencies, philanthropic trusts and other relevant organisations and community groups.
- 4.11 Represent Jesuit Social Services in local, regional, state-wide and national forums and give public presentations on social policy issues of concern to Jesuit Social Services as required.
- 4.12 Establish, maintain and develop links and collaborative policy, research and advocacy relationships with government and non-government agencies, community groups, universities and others as appropriate.
- 4.13 Publish research results and position papers externally and contribute to Jesuit Social Services publications.
- 4.14 Provide regular reports to the Executive Director, Advocacy and Strategic Communications as required.
- 4.15 Lead and manage a team of policy and research staff (including volunteers).
- 4.16 Monitor, delegate and manage the team and all policy activities.
- 4.17 Compliance with relevant legislation.
- 4.18 Commitment to continuous quality improvement processes.

## **5. KEY SELECTION CRITERIA**

- 5.1 Demonstrated commitment to, and history of, achieving social change through policy, research and advocacy work.
- 5.2 Demonstrated capacity in identifying social policy and advocacy agendas arising from program activities and analysing the impact of social policies on disadvantaged individuals, families and communities.
- 5.3 A capacity to work collaboratively with programs to identify research and social policy and advocacy issues.
- 5.4 Demonstrated capacity to identify and draw on current research to develop informed policy and advocacy positions and influence practice on important social issues.
- 5.5 Demonstrated success in communicating research and policy positions.
- 5.6 Proven research credentials and record of publications in peer reviewed journals and / or other industry based media is desirable.
- 5.7 Established networks within the government and community sectors.

- 5.8 Demonstrated expertise in project management.
- 5.9 Demonstrated ability to work closely and cooperatively with senior management.
- 5.10 Superior written and verbal communication skills.
- 5.11 Capacity to fulfil reporting and administrative requirements associated with the position.
- 5.12 Understanding and sympathy with the mission and ethos of Jesuit Social Services.
- 5.13 Demonstrated proficiency in Microsoft Word, Excel and PowerPoint as well as competencies in database use and management.
- 5.14 Commitment to, and demonstrated capacity to work within and provide leadership in, the ethos of Jesuit Social Services.
- 5.15 Valid working with Children Check card.
- 5.16 Successfully completed Police Check which will be conducted prior to commencement by Jesuit Social Services.

## **6. KEY PERFORMANCE INDICATORS**

- 6.1 Production of policy solutions that are evidence-based, strategic and which would achieve a more just society.
- 6.2 Production or coordination of robust policy, research and analysis that effectively highlights social policy gaps, identifies reform opportunities and provides evidence for proposed solutions.
- 6.3 Evidence of development and maintenance of relationships with the networks and external stakeholders needed to achieve change, including across the community services sector, government and academia.
- 6.4 Production of policy and advocacy objectives and principles that reflect shared priorities for reform across policy and programs.
- 6.5 Production and implementation of strategic advocacy plans to achieve policy objectives, in collaboration with the ED and GM, Advocacy and Strategic Communications, and Program General Managers.
- 6.6 Production or coordination of submissions that reflect an up to date understanding of the research evidence, incorporate learnings from programs and include strategic policy solutions.
- 6.7 Evidence that Ignatian principles are understood and enshrined as an underpinning framework for all research, policy and advocacy.
- 6.8 Ensure workplan implementation.

- 6.9 Collaborate with other Jesuit networks and ministries as appropriate.
- 6.10 Attend all meetings and required forums.
- 6.11 Identify funding and fundraising opportunities for the business unit.
- 6.12 Meet all reporting and administrative requirements of the position.
- 6.13 Attend regular supervision sessions with the General Manager, Strategic Communications and Engagement.
- 6.14 As a leader within the organisation, promote the values and culture of the organisation.
- 6.15 Effective team performance and resource management across all areas of responsibility.

## **7. QUALIFICATIONS**

Tertiary qualifications in social sciences or a related discipline are essential, as is significant management experience in research, policy development and social policy advocacy.

## **8. CONDITIONS OF EMPLOYMENT**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

## **9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

## **10. LOCATION**

Based at: 326 Church Street, Richmond

## **11. SIGNATURES**

By signing this Position Description the Employee confirms that it has been read, understood and accepted.

### **EMPLOYEE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **WITNESS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED BY**

Catherine Neville

ED, Advocacy and Strategic Communications

**DATE**

March 2021