

Position Description	
Position title:	Policy, Research & Advocacy Officer
Term of employment:	Permanent part-time
Hours:	22.5 hours per week
Classification:	Social and community services employee Level 5
Conditions:	In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010
Responsible to:	Executive Officer
Overview:	Community Information & Support Victoria (CISVic) is the peak body for the community information and support sector. We are a not-for-profit agency providing advocacy and representation, sector development and operational support to our member agencies.
Position Purpose:	Working collaboratively across the organisation, the Policy, Research & Advocacy Officer plays a key role in undertaking high quality research, assisting to develop & implement advocacy strategies, & preparing policy submissions & initiatives. This is done in the context of developing and promoting CISVic as a strong voice for member agencies and the communities they serve.
Principal Responsibilities	
<p>Advocacy & Research</p> <ul style="list-style-type: none"> • Develop and implement CISVic's policy, research and advocacy agenda in line with the strategic and operational plan • Research, write and prepare papers, reports and submissions on relevant issues which will positively impact people who are vulnerable or disadvantaged • Prepare policy papers, briefings and position papers to inform the Board and support the Executive Officer to fulfil their role of representing CISVic at conferences, meetings and other arenas • Analyse and assess relevant new and emerging policy and budget papers for their impact on our membership and client base • Conduct evaluation & research in support of CISVic's advocacy work • Contribute to grants and tenders by providing evidence and information to support the process 	
Relationship management	

- Develop and maintain strong working relationships with key internal and external stakeholders
- In collaboration with the EO, foster links with relevant peer bodies, relevant areas of government, and members in order to develop and maintain policy information networks and a research base.
- In collaboration with the EO, develop and maintain links with key stakeholders including parliamentarians, government officials, funding bodies and other relevant organisations

Engagement & communication

- Establish and maintain effective engagement and consultative processes with CISVic members and other key stakeholders. Including conducting regular surveys and forums, onsite visits, and participation in a range of sector forums
- Ensure timely and effective communication to stakeholders on advocacy and research activities
- Build the organisations profile through the establishment and maintenance of research partnership with external organisations and the broader community
- Write and prepare material for inclusion in CISVic publications including social media
- Provide presentations on CISVic Policy, Research & Advocacy activities at meetings and conferences as requested

Internal Obligations

- Commitment to CISVic's strategic plan and meeting goals of the operational plan
- Attend and actively contribute at team and working group meetings
- Contribute to the running of the CISVic office
- Undertake other duties & responsibilities within the scope of the role as directed

Qualifications

- An appropriate tertiary qualification

Key Selection Criteria

- Understanding of the challenges facing vulnerable & disadvantaged communities with a commitment to social justice
- Strong interpersonal skills & a proven track record in working collaboratively with a range of stakeholders to achieve outcomes
- Demonstrated experience and skill in developing & writing policy solutions, including the ability to develop an evidence-based understanding of relevant issues
- Demonstrated knowledge & experience in outcomes measurement, evaluation frameworks & research
- Experience in government relations, knowledge of the mechanisms of government and political processes and an ability to advocate effectively with decision makers

Other criteria

- Victorian Police Check

Reviewed by: Executive Officer

Date: April 2018