



CREATE Foundation Job Description

Position title:	National Influencing Manager
Location:	Brisbane
Reports to	Chief Executive Officer
Hours	Full-time
Salary	SCHADS 7.1(above award) + attractive salary sacrifice option

Position Statement

Primary Purpose of the Position

CREATE is a systems advocate and a national peak consumer body for children and young people. The focus of the Influencing Manager is to ensure that the organisation facilitates the “voice” of children and young people to key decision makers to influence change to improve the system.

This role also contributes to the strategic direction of the organisation and shapes and implements the Strategic and Operational Plans to ensure that CREATE reaches its advocacy goals.

Position context and specific job requirements

This role requires a strong organised leader to influence change in the OOHC sector. The role of National Influencing Manager is a strategically significant, senior management role within CREATE’s governance stream and is a member of the Leadership Committee and has responsibility for developing the Influencing Plan and managing the Influencing Committee.

The Influencing Manager must be driven to achieve results, and have the ability to coordinate a multi-disciplinary team, and manage multiple priorities and projects to meet stated goals and deadlines.

- Responsibility for identifying and mitigating organisational risk;
- Participate in the development and implementation of the organisations strategic direction;
- Participate in the development of, and implement the Operational Plan;
- Meet KPI’s;
- As a senior member of the organisation represent the CREATE Foundation’s strategic objectives and advocacy position, and build our profile across the sector, and to government;
- Manage CREATE’s research projects as delegated, and take responsibility for developing and monitoring the project plans to guide each project, and work collaboratively with internal staff and the Executive Director Research and/or external Consultants to execute;

- Provide effective leadership to the influencing stream to ensure that organisational strategic goals are met, and Action Plans implemented;
- Ensure that effective communication strategies are in place to communicate CREATE’s advocacy position, including media statements, and media liaison, position papers and research methodologies for key projects both internally and externally;
- Create a positive and effective team environment for the Influencing Team generally, ensuring that the organisations goals are expressed clearly and strategies to achieve goals are articulated succinctly and communicated effectively;
- Take responsibility for the organisations consultation initiatives, in consultation with relevant staff, and employ a range of different research methodologies;
- Initiate, develop, implement and manage Fee for Service contracts (for research and consultations);
- Ensure that consultations and/or projects are conducted according to ethical principles and aligned with the organisations strategic direction, within a set time frame to meet contractual and policy requirements;
- Provide high level critique and feedback on policy documents, Inquiries, and Royal Commissions;
- Work in close partnership with external research contractors, other research institutions, and policy colleagues during the course of research consultation projects or policy development;
- Respond in a timely manner to external and internal research enquiries from colleagues, government departments, and academics and actively promote fee for service projects;
- Keep abreast of media coverage on child protection and the out-of-home care sector and develop CREATE’s response/media releases to assist the CEO and/or Media Consultant, and states as required;
- Develop and/or deliver presentations at state, national and international conferences;
- Take responsibility for organisational reporting requirements, including data entry area for the Reporting Tool, and critiquing the data for Leadership Committee and Board Reports;
- Provide effective individual supervision to the policy and advocacy team members, and conduct regular team meetings;
- Perform additional tasks as requested.

Position Specifications

Key Result Areas

1. Strategic contribution. There is evidence that the contributions of the Policy and Research Manager have had an influence on reaching the strategic goals of the organisation.
2. Strategic contribution in “non-portfolio” areas. There is evidence that the Influencing Manager has entered into strategic debate at the senior executive table and made meaningful contributions in areas other than policy and research.
3. Personal achievement. There is evidence that the Influencing Manager has achieved his or her Action Plan objectives.
4. Team leadership. The team is engaged, cohesive, highly functioning and achieving its results. Evidence is feedback from team members and the results achieved by the team.
5. Achievement of staff. There is evidence that the Policy and Advocacy Manager has been effective in coaching and encouraging staff to meet Action Plan objectives (including reaching their KPI’s and goals)

and editing work to a high standard. Evidence will be feedback from staff, quality documentation, reports and policy advice, and the achievement of goals.

6. Relationship management. There is evidence that the Influencing Manager has been effective in developing effective and committed relationships with stakeholders in the sector. The evidence will be that stakeholders have maintained their support of and contribution to the success of the CREATE Foundation. There should also be evidence that the Influencing Manager actively contributes to the knowledge base of staff and communicates CREATE's policy and advocacy objectives and impact to staff.
7. Success of policy initiatives. There is evidence that government has considered, been influenced by and/or adopted policy initiatives and recommendations from the CREATE Foundation.

Direct Reporting Relationships

This role reports directly to the CEO.

Key Relationships

Internal

- a) CEO
- b) Leadership Committee
- c) Influencing Committee
- d) State Coordinators

External

- a) Out-of-home care sector peak bodies / organisations
- b) Government and non-government agencies
- c) Research institutions

Organisational Citizenship and team work

- Demonstrate an active, dedicated commitment to the CREATE Mission and Vision.
- Actively seek to understand, represent and support CREATE's vision and organisational position positively to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Assist in the development of and participate in national CREATE initiatives, projects and events.

Key challenges of the role

- Promoting and advocating the rights of children and young people and facilitating their "voice" being heard whilst being predominantly funded by the government sector.
- Competing timelines and demands.
- Frequently changing environment

Selection Criteria

(please limit response to a total of 4 pages)

Note: All applicants must successfully undertake security checks (Blue Card or equivalent and/or Police checks).

CREATE Foundation's Influencing Manager is required to demonstrate their ability to ensure children and young people's safety and wellbeing, and have well developed policy acumen and awareness of how research informs policy. We're looking for someone with an intellectual curiosity and experience in the out of home care sector, and/or child protection.

1. Possess a minimum of a Bachelor Degree in Psychology, Politics, Social Science/ Social Work/ Sociology or related discipline, coupled with 3 years management experience in a policy or research position. Highly developed leadership skills are essential and post-graduate qualifications are highly desirable.
2. Demonstrated experience, or high level of knowledge of the out-of-home care sector (or child protection), with high level of understanding of the National Child Safe Standards, and demonstrated experience in systemic advocacy. Experience in the /non-profit sector is essential.
3. Ability to write concisely and compile high level research reports, briefing papers and correspondence, coupled with highly developed computer literacy skills and ability to analyse and interpret data. Experience of analysing and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences and experience of translating research into strong advocacy and policy messages and strategy.
4. High level negotiating, influencing and communication skills together with a demonstrable track record of providing advice on complex and sensitive issues.
5. Ability to lead and manage a multi-disciplinary team and demonstrated ability to effectively supervise, monitor and evaluate staff to reach organisational goals. Highly effective communication skills and ability to work in a cross-cultural context, with demonstrated ability to work sensitively in a culturally respectful and sensitive manner.
6. Highly effective time management skills and ability to prioritise competing demands within set timeframes. Demonstrated experience in managing projects to specifications and timeframes is essential.