



CREATE Foundation Job Description

Position title:	National Advocacy and Influencing Manager
Location:	Brisbane
Reports to	Deputy Chief Executive Officer
Hours	Full-time
Salary	SCHADS 6.1 + attractive salary sacrifice option

Position Statement

Primary Purpose of the Position

CREATE is a system's advocate and a national peak consumer body for children and young people. The focus of the Advocacy and 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 is responsible for implementing the national advocacy agenda and liaising with state/territory decision makers to implement change. Acting as a conduit for information from states/territories into the national team.

Position context and specific job requirements

This role requires a strong organised leader to influence change in the OOHC sector. The role of National Advocacy and Influencing Manager is a strategically significant role within the organisation. This role is responsible for assisting to develop the national Influencing Plan and implementing it. It is also a member of the National Influencing Committee.

The Advocacy and Influencing Manager must be driven to achieve results, and have the ability to effectively communicate CREATE's goals to decision makers, and coordinate information flows, and manage multiple priorities to meet stated goals and deadlines.

- As a significant role within the organisation that represents the CREATE Foundation's strategic objectives and advocacy position, and builds our profile across the sector, and to government;
- Contribute to the influencing stream to ensure that organisational strategic goals are met, and Action Plans implemented;
- Provide high level critique and feedback on policy documents, Inquiries, and Royal Commissions;
- Work in close partnership with state/territory sectors (as assigned) to inform 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;

- Assist with developing content / statistics for media releases to assist the CEO and/or Media Consultant, and states as required;
- Assist in reviewing Position Papers and creating new ones as required;
- Take responsibility for assigned consultation interviews and writing consultation reports, in consultation with the Deputy CEO;
- Assist with Fee for Service contracts (for research and consultations) when assigned;
- Assist in the development and/or deliver presentations at state, national and international conferences;
- Perform additional tasks as requested.

Position Specifications

Key Result

1. There is evidence that the Advocacy and Influencing Manager has been meeting Action Plan objectives (including reaching their KPI's and goals).
2. Quality of work is to a high standard including report writing, editing, referencing and submission writing, and Position Paper development. Evidence will be quality documentation, reports and submissions.
3. Demonstrated ability to analyse and interpret data. Effective analysis and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences.
4. There is evidence that the Advocacy and Influencing Manager has been effective in developing meaningful 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 Advocacy and Influencing Manager actively contributes to the knowledge base of the team and communicates CREATE's policy and advocacy objectives and impact to staff effectively.
5. 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 Deputy CEO.

Key Relationships

Internal

- a) Deputy CEO
- b) Leadership Committee
- c) Influencing Committee
- d) 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 Advocacy and Influencing Manager is required to demonstrate their ability to ensure children and young people's safety and wellbeing including cultural safety, 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. First nations people's are highly encouraged to apply.

1. Possess a minimum of a Bachelor Degree in Politics/ Humanities/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 be a productive member of a multi-disciplinary team and demonstrated ability to effectively 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 with first nations people's.
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.