



## CREATE Foundation Position Description

<b>Position Title:</b>	National Advocacy and Influencing Manager
<b>Reports to:</b>	Deputy Chief Executive Officer
<b>Location:</b>	Flexible
<b>Status:</b>	Full Time – Fixed term (non-ongoing) to 30 <sup>th</sup> June 2024
<b>Salary:</b>	SCHADS Award Level 6 + Superannuation + Salary Sacrifice
<b>Hours</b>	38 hours per week

## Position Description

### Primary Purpose of the role of National Advocacy and Influencing Manager

CREATE Foundation is the national peak consumer body for children and young people. The National Advocacy and Influencing Manager role leads the organisation's strategic objectives through supporting the facilitation of the "voice" of children and young people in effective systems advocacy to influence public policy and improve outcomes for children and young people in out-of-home-care (OOHC).

The National Advocacy and Influencing Manager manages a small team to ensure that the "voice" of children and young people with a care experience is elevated to key decision makers within government and the OOHC sector through the development and implementation of advocacy strategies and initiatives.

### Position context and specific job requirements

The role of the National Advocacy and Influencing Manager is a strategically significant role within the organisation and member of CREATE's Influencing Committee. The National Advocacy and Influencing Manager must be driven to achieve results, have the ability to effectively communicate CREATE's policy positions to decision makers, and manage multiple priorities to meet stated goals and deadlines.

The National Advocacy and Influencing Manager is responsible for:

- Developing and implementing effective advocacy strategies and initiatives.
- Developing submissions and providing policy advice to governments in relation to Inquiries, Reviews and other consultations.
- Building CREATE's profile across the sector and to government. Establishing relationships in the sector and working in close partnership with the state and territory sectors (as assigned) to inform policy advice.

- Developing and reviewing Position Papers on key policy issues.
- Leading consultations and research projects with children and young people, as assigned
- Responding in a timely manner to external and internal requests and enquiries from colleagues, government departments, academics and other stakeholders
- Actively promoting fee for service projects
- Delivering presentations at state, national and international conferences to promote CREATE research
- Ensuring that relevant actions under the Operational Plan, Action Plan and project plans are met on time.
- Providing content, including data and policy advice for media releases and other CREATE resources, as required.
- For this particular role, leading the establishment, coordination and management of three advisory groups of young people with lived experience, in consultation with the relevant government department and key stakeholders.
- Managing a small team to deliver on the above.
- Performing additional tasks as requested.

### **Key Result Areas**

1. Develop and implement effective advocacy strategies and initiatives. Monitor the impact of CREATE's advocacy work and policy advice, including (where possible) through evidence that government has considered and adopted policy recommendations from CREATE.
2. Actions and projects under the Advocacy and Influencing Action Plan and relevant project plans are delivered on time.
3. Written work, including reports, submissions, correspondence and Position Papers, are of a high quality/standard, with appropriate referencing and in line with Brand Guidelines.
4. Effective analysis and presentation of data and information from a variety of sources, and in formats appropriate for a range of audiences.
5. Establish and maintain meaningful and productive relationships with stakeholders in the sector (including government and non-government)
6. Consultations and research projects are culturally and age appropriate and managed on time and on budget. Effective project and risk management processes are in place.
7. Contribute to the positive culture of the Advocacy and Influencing team, including through supervision of staff, knowledge transfer and collaborating on shared projects.
8. Advisory groups are established on time and are managed in a way that is safe and appropriate for young people, highly organised, meets deliverables set out in relevant contracts, and contributes meaningfully to policy and system reform and improvement.
9. Build and maintain effective relationships with colleagues in other business areas, and actively contribute to the knowledge base of the organisation.

## Reporting

This position reports directly to the Deputy CEO.

## Key Relationships

### Internal

- Deputy CEO
- Operations Managers
- Influencing Committee
- State Engagement and Program Coordinators
- Marketing and Communications Manager and team

### 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 commitment to CREATE Foundation’s mission, vision and core principles.
- Act in the interests of CREATE by understanding, representing and supporting the organisation’s vision and policy positions positively to all stakeholders, and liaising with stakeholders in a professional, respectful and constructive manner.
- Act with a high level of integrity, at all times, including through complying with organisational policies, and protecting the privacy and confidentiality of information as required by law and policy.
- Support knowledge transfer and information sharing between relevant staff and business areas, and ensure good record keeping practices.
- Participate in, and assist in the development of, 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 4 pages in total

Note: All applicants must successfully undertake security checks (Blue Card or equivalent and/or Police checks). Aptitude testing will be conducted at interview.

CREATE Foundation’s National 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 peoples are highly encouraged to apply.

1. Minimum of a Bachelor Degree in a relevant discipline, such as politics, humanities, social Science, social work or sociology. Post-graduate qualifications are highly desirable.
2. Demonstrated knowledge of the out-of-home care, child protection or related sectors. Experience implementing the National Principles for Child Safe Organisations and working in a cross-cultural context. Experience working with Aboriginal and Torres Strait Islander young people, communities and organisations is highly desirable.
3. Highly developed leadership and management skills are essential. Applicants must have experience leading a productive, multi-disciplinary team/s to reach organisational goals, and possess highly effective time and people management skills, including the ability to prioritise competing demands within set timeframes and experience in managing projects to specifications.
4. Demonstrated ability to analyse and interpret data and produce high quality research reports and other evidence-based policy advice. Experience analysing and evaluating information from a variety of sources and presenting it in an appropriate format to a variety of audiences.
5. Experience in systemic policy and advocacy role/s, including translating research into effective advocacy and policy messages and strategies. High level negotiating, influencing and communication skills together with a demonstrable track record of providing clear policy advice on complex and sensitive issues.
6. Demonstrated highly effective time management skills, highly organised and ability to prioritise a busy workload. Ability to work autonomously and show initiative, coupled with an ability to work as a productive member of the team.

Other requirements of the role.

- Successful Security Check per state requirements (for example Working with children card / Ochre card) and must comply with Government and/or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID-19.
- All applicants must be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.