



CREATE Foundation Role Profile

Position title:	Influencing Officer –Advocacy and Influencing Team
Reports to:	Advocacy and Influencing Manager
Location:	Adelaide
Status:	Part Time, Fixed Term for 12 months
Salary Range:	SCHADS 5.1, plus superannuation and salary sacrificing
Hours:	3 days per week (22.8 hrs)

Position Statement

Primary Purpose of the role of Influencing Officer

To fulfil the organisation’s strategic objectives through supporting the facilitation of the “voice” of children and young people in effective systems advocacy that influences public policy and improves outcomes for children and young people in care.

To actively participate in the Influencing Stream of CREATE Foundation to effectively communicate CREATE’s key messages internally and externally.

Position context and specific job requirements

- Work effectively in a small team, in a fast- paced environment, with many competing deadlines.
- Assist in collecting information from children and young people, and/or the OOHC sector to inform CREATE’s consultations. This includes conducting interviews and participating in meetings or small groups with children and young people to hear and document their voices.
- Collate and analyse data utilising the Survey Monkey platform.
- Prepare quality/accurate reports utilising CREATE’s established templates and Style Guide.
- Prepare or assist in developing submissions, briefing papers and correspondence.
- Maintain a comprehensive understanding of issues and trends in the out-of-home care sector.
- Contribute to the organisation’s research and consultation agenda and assist the process as outlined in the specific project plan and /or individual work plans.
- Assist in the promotion of CREATE’s advocacy position to key stakeholders
- Assist in the implementation of policy, research and advocacy initiatives.
- Participate as an active member of the Influencing Committee as required.

Position Specifications

Key Result Areas

1. Work effectively in a small team, in a fast-paced environment with competing priorities to communicate CREATE's advocacy and policy position internally and externally.
2. Actively engage and contribute to CREATE's research and policy initiatives.
3. Appropriately collect information from children and young people, and/or the OOHC sector to inform CREATE's consultations and policy platform. This includes conducting interviews and participating in meetings or small groups with children and young people to hear and document their voices.
4. Collate and analyse data utilising the Survey Monkey platform.
5. Demonstrated strong commitment to CREATE's core principles, and adherence to the National Child Safe Standards.
6. Demonstrated ability to operate in a culturally appropriate manner.
7. Prepare quality/accurate reports utilising CREATE's established templates and Style Guide.
8. Prepare or assist in developing submissions, briefing papers and correspondence and meet stated deadlines.
9. Participate as an active member of the Influencing Committee.

Direct Reporting Relationships

This position reports to the Advocacy and Influencing Manager

Key Relationships

Internal

- a) Advocacy and Influencing Managers
- b) Advocacy and Influencing Officer/s
- c) State Program and Engagement Co-ordinators
- d) Marketing and Communications team

External

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

Organisational Citizenship and teamwork

- 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 organisations vision and organisational position positively to all stakeholders, both internal and external.

- Act with a high level of integrity, including liaising with stakeholders in a professional, respectful and constructive manner and protecting the privacy and confidentiality of information as required by law and policy.
- 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” in policy development whilst being predominantly funded by the government sector.
- Various competing timelines and demands.
- Frequently changing environment.

Selection Criteria

All applicants MUST respond to the selection criteria in full

Note: Aptitude testing will be conducted at interview

1. Possess a minimum of a Bachelor Degree in Human Services / Psychology / Sociology / Social Science or a related discipline coupled with at least 1 years’ experience in a policy or research environment. Demonstrated knowledge of the out-of-home care sector (child protection) in Australia and ability to be an effective systemic advocate and adhere to the National Child Safe Standards.
2. Demonstrated understanding of the nexus between policy and research and well developed understanding of research processes. Experience in interviewing and engaging children and young people in activities such as forums, consultations, and research in a culturally safe manner. Demonstrated ability to work in a cross-cultural context.
3. Demonstrated high level written and oral communication skills including the ability to communicate in an age appropriate and culturally sensitive manner.
4. Demonstrated ability to prepare high quality written materials including reports, briefing papers, and submissions and ability to meet deadlines and prioritise busy workload.
5. Proven ability to develop and maintain strong networks with key stakeholders. High level of skill in working in a multi-disciplinary team and contributing meaningfully to discussions/debates. High level of skill in problem solving with a solution focus.
6. Highly organised and highly effective time management skills. Ability to prioritise a busy workload and meet stipulated timeframes. Ability to follow instructions and complete work to a high standard. Ability to work autonomously and be proactive, show initiative, coupled with an ability to work as a productive member of a small team. Highly skilled at proactively ensuring that reports and deadlines for projects.
7. Demonstrated ability to work in a cross-cultural context, and ability to work respectfully with Aboriginal and Torres Strait Islander peoples. Ability to work within the National Child Safe Standards.

8. 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.
9. All applicants must be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.