



JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	POLICY AND RESEARCH LEADER
Term of Appointment:	3 year contract (full time or part time) Hours of work are negotiable

ABOUT THE ROLE

1. Summary of the role's aim

The Policy and Research Leader is responsible for:

- Taking the portfolio lead on various issues affecting the life chances of people living with disability and their families, to be defined based on the successful applicant's skills and interests;
 - Undertaking effective research and analysis and developing reports on a wide range of issues relating to people living with disability, such as funding, personal support, employment, education, housing, transport and the NDIS;
 - Coordinating and navigating complex and politically sensitive issues in a manner which gives appropriate regard to ethical standards and the values of the organisation;
 - Engaging with people living with disability and their families and supporters, as well as other external stakeholders such as service providers, non-governmental organisations, peak bodies and governments; and
 - Coordinating professional and sector development events.
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2. Main Benefits (Outcomes)

The success of this role will be demonstrated by an improvement in the life chances of people living with disability¹, through activities which achieve:

- Increased awareness and understanding of best practices in supporting people living with disability towards a good life;
 - The development of new policy and practice initiatives;
 - Favourable change in public policy, systems and mainstream services at state and Commonwealth levels;
 - Increased community capacity to be authentically welcoming and inclusive;
 - More opportunities for people living with disability to have their voices heard and to participate in decision-making that affects their lives; and
 - Professional and personal development among sector stakeholders.
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3. Main Deliverables (Outputs)

Contribute to the practices of the JFA Purple Orange through the:

- Completion of high quality policy submissions and publications;
 - Coordination of project deliverables and outcomes;
 - Development and maintenance of consultation and/or co-design mechanisms to ensure that our policy development and project analysis is well-informed; and
 - Coordination of events which make a positive contribution to stakeholder capacity.
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4. Main work activities (Processes)

- Analyse policy issues and identify opportunities and gaps;
 - Review Australian and international good practice;
 - Undertake consultation and analyse and record data;
 - Prepare submissions, reports and presentations on key findings;
 - Contribute to publications, newsletters and sector alerts;
 - Implement project deliverables; and
 - Undertake other activities as directed.
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5. Reporting/Working Relationships

This role reports to (role sponsor): CEO or delegate

This role provides formal support and guidance to the following other roles:

- Students, trainees, interns, volunteers etc. who may from time-to-time become involved with JFA Purple Orange.

This role is responsible for maintaining good networks with stakeholders including:

¹ Note that we acknowledge the benefits that family members can also gain from this role.

- People living with disability and other people in their lives such as family, friends and other supporters;
- JFA Purple Orange team members;
- Board members undertaking Board-mandated work in relevant areas;
- Community leaders and NGOs relevant to the work;
- Government staff relevant to the work; and
- Peak bodies.

6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work-related travel from time to time.

The role demands a commitment to:

- Supporting the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including the following:
 - People living with disability having personal authority over their lives;
 - People living with disability should be active, valued members of mainstream community life;
 - Communities should be accessible and inclusive; and
 - Capacity-building for people living with disability is essential.
- Exercising ambassadorship for the organisation;
- Exercising good judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation;
- Supporting and contributing to the achievement of the JFA Purple Orange’s goals, as set out in strategy and business plan documents;
- Initiating, and participating in, activities in support of sharing best practice and generating knowledge capital within and outside the organisation;
- Occasionally working outside of normal business hours where this is needed;
- Participating in performance planning and review, as frequently as may be required, but at least annually, and committing to ongoing personal and professional development; and
- Being willing to change office location if directed as a result of service development and organisational change:

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. Deeply-felt value base in support of improving the life chances of people living with disability and their families, especially in respect of choices and inclusion.
2. A relevant degree (or similar) and relevant work experience.
3. Proven ability to undertake research and analyse, develop and communicate complex policy issues at a high level in both verbal and written form.
4. Experience working with representative bodies, delivering community consultations and facilitating workshops in a social justice or comparable setting.
5. An inquisitive and analytical mindset with the ability to self-start and determination to achieve a quality outcome within a complex policy environment.
6. Ability to work under limited supervision, establish priorities and meet deadlines.
7. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace which values diversity and is free of harassment, unlawful discrimination and bullying.

Desirable criteria

1. Knowledge of ongoing disability sector reforms and current issues for people living with disability.
2. Lived experience of disability or personal insight into what it means to live with disability.
3. Well-developed networks within the disability sector.
4. Knowledge of state/territory and Commonwealth legislation and policies and how they impact people living with disability.
5. An appropriate skillset to undertake economic and financial analyses related to topics such as the NDIS pricing structure, the disability market and the costs associated with the NDIS.