



## **JFA Purple Orange**

### **Team Member**

#### **Role description & person specification**

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<b>Title of Role:</b>	<b>Policy &amp; Research Officer</b>
<b>Term of Appointment:</b>	<b>Position ends 30 June 2024 (up to 1.0FTE)</b> Hours of work are negotiable and reduced hours are possible
<b>Salary Range:</b>	<b>\$70-\$85k commensurate with experience, plus super and salary sacrifice.</b>

## **ABOUT THE ROLE**

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### **1. Summary of the role's aim**

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The Policy & Research Officer is responsible for:

- Supporting the Policy & Research Team's portfolio work on various issues affecting the life chances of people living with disability and their families, based on the successful applicant's skills and interests and in line with the organisation's priorities;
- Supporting research and analysis and contributing to reports and submissions on a wide range of issues relating to people living with disability, such as funding, personal support, employment, education, housing, transport and the NDIS;
- Supporting the organisation's policy agenda through advocacy, information sharing and stakeholder engagement, in a manner which gives appropriate regard to political sensitivities, 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

- Supporting projects and/or events that create opportunities for people living with disability and/or increase the capacity of stakeholders to be inclusive
  - Other relevant projects, policy work and activities as directed
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## **2. Main Benefits (Outcomes)**

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The success of this role will be demonstrated by an improvement in the life chances of people living with disability<sup>1</sup>, through activities in collaboration with the Policy & Research team 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;
  - The successful delivery of projects which advance the organisation's policy objectives;
  - 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)**

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Contribute to the practices of the JFA Purple Orange through:

- Contribution to high quality policy submissions and publications;
  - Contribution to 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 projects and/or events that create opportunities for people living with disability and build stakeholder capacity.
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## **4. Main work activities (Processes)**

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The successful candidate will join a small Policy & Research team and undertake the following activities:

- Research policy issues and identify opportunities and gaps;
- Review Australian and international good practice;
- Undertake consultation and analyse and record data;
- Assist with co-design meetings, focus groups and other consultations including preparing questions and materials, coordinating events, supporting facilitation and supporting data analysis
- Contribute to submissions, reports and presentations on key findings;

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

- Contribute to publications and other forms of external communication;
- Provide support to events and projects that advance JFA Purple Orange's values and approaches;
- Support project deliverables
- Support the preparation of monthly reports for both internal and external stakeholders; and
- Undertake other activities as directed.

Examples of the work currently underway or recently completed by the team include:

- Undertaking a series of public-facing papers in response to the NDIS Review, including an accompanying series of webinars;
- Undertaking a large body of work to influence State Government decisions regarding the National Construction Code and minimum accessibility standards;
- Responding to several Committee inquiries into barriers to students living with disability as they move through education settings;
- Leading a large project focussed on the quality of funded supports, including a Community of Practice for Support workers and service providers;
- Working with employers to implement processes to support the employment of people living with disability;
- Working with local Councils to promote access and inclusion, including through staff surveys and support with the development of Disability Access and Inclusion Plans;
- Working with the Local Government Association to establish the first state-wide Local Government Disability Inclusion Advisory Group;
- Developing and delivering a disability inclusion training package for governments and other community organisations;
- Gathering and reporting the stories and experiences of NDIS participants and using these to design and promote stronger NDIS policy and practice.
- Drafting policy submissions for Senate Inquiries and Joint Standing Committees and giving evidence at hearings; and
- Participating in various committees, coalitions and reference groups.

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## 5. Reporting/Working Relationships

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

**This role works closely with the following roles:**

- Policy & Research Leaders working within the Policy & Research team
- Project Leaders (and other project staff) implementing projects that fall within the policy portfolio areas; and
- 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:**

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

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

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The incumbent is required to:

- Be available for work related travel from time to time

The role demands a commitment to:

- Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
  - People living with disability having personal authority in their lives
  - People being active valued members of mainstream community life
  - Inclusive communities
  - Capacity-building
  - The exercise of ambassadorship
  - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the JFA Purple Orange's goals as set out in strategy and business plan documents;
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
- Occasionally work outside of normal business hours where this is needed;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change:

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

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

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## ABOUT THE ROLE HOLDER

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### Essential Criteria

1. Deeply-felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion.
2. Experience working in a team environment; being able to set goals, organise work, take action, report on progress, and problem-solve.
3. Ability to write and edit a range of communication materials.
4. Ability to undertake research and analyse, develop and communicate complex policy issues.
5. Initiative, drive and willingness to develop new skills and the ability to undertake new tasks quickly, be flexible and respond effectively to challenges.
6. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.

### Desirable criteria

7. Knowledge of current disability sector reforms initiatives and issues for people living with a disability.
8. Personal insight of what it means to live with disability.
9. A relevant degree (or similar).