



## **JFA Purple Orange**

### **Team Member**

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

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<b>Title of Role:</b>	<b>MANAGER, POLICY &amp; PROJECTS</b>
<b>Term of Appointment:</b>	<b>Position ends 30 June 2025 (0.8-1.0FTE)</b>

## **ABOUT THE ROLE**

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

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The Manager, Policy & Projects will join a team of Managers who all lead a portfolio of policy and project work and provide formal line support to staff working within these teams.

The Manager, Policy & Projects is responsible for:

- Taking the portfolio lead 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;
- Providing formal line support to staff working on policy and project work within this portfolio of work;
- Undertaking (or overseeing) effective research and analysis and developing 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;
- Advancing 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
  - Initiating and delivering (or supervising the delivery of) projects and/or events that create opportunities for people living with disability and/or increase the capacity of stakeholders to be inclusive.
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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 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 the:

- Leadership of a portfolio of policy and project work
  - Formal line support to a team of staff
  - 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 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 undertake the following activities:

- Facilitate meetings with internal and external staff/stakeholders;
- Research 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;

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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;
- Initiate and deliver events and projects that advance JFA Purple Orange's values and approaches;
- Implement project deliverables; and
- Undertake other activities as directed.

Examples of the work completed by the team include:

- Overseeing individual capacity building projects, such as peer networks;
- Leading a State-wide consultation with the disability community to inform the development of South Australia's first Disability Inclusion Plan;
- Conducting research with people living with disability to support the Royal Commission into Violence, Abuse, Neglect and Exploitation;
- 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 will typically have several direct reports, therefore there is a requirement to provide formal support and guidance to the following roles:

- Policy and project staff implementing projects that fall within the Manager's 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;
- 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.

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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:

- 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;
- Working outside of normal business hours for stakeholder meetings and events;
- Participating in performance planning and review, as frequently as 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.

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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 of people living with disability and their families, especially in respect of choices and inclusion.
2. A relevant degree (or similar).
3. A total of at least 10 years' work experience relevant to the range of work described below.
4. Demonstrated ability to provide formal line support and guidance to staff members
5. Proven ability to undertake research and analyse, develop and communicate complex policy issues at a high level in both verbal and written form.
6. Experience working with representative bodies, delivering community consultations and facilitating workshops in a social justice or comparable setting.
7. Experience in project management and/or delivery, including oversight of budget, timelines, project deliverables and reporting requirements.
8. An inquisitive and analytical mindset with the ability to self-start and determination to achieve a quality outcome within a complex policy environment.
9. Ability to work under limited supervision, establish priorities and meet deadlines.

10. 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.
11. Strong skills in the Microsoft Office suite, including Word, Excel and PowerPoint.

**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.