

Role description and person specification

1.0 Contract Specifics

Role Title:	Policy and Research Leader
Role Term:	Fixed term, 12 months (maternity cover)
Role FTE:	1.0 FTE, averaging 38 hours a week (Part-time hours also possible)
Role Location:	JFA Purple Orange 104 Greenhill Road, Unley (Some flexibility to work from home)
Role Remuneration Range:	Social, Community, Home Care and Disability Services Award, Level 5

2.0 The Role Aim

The Policy and Research Leader is responsible for:

- Taking the portfolio lead on various issues affecting the life chances of people with disability and their families, based on the successful applicant's skills and interests and in line with the organisation's priorities;
- Undertaking effective research and analysis and developing reports and submissions on a wide range of issues relating to people 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 with disability and their families and supporters, as well as other external stakeholders such as service providers, non-governmental organisations, peak bodies and governments;
- Initiating and delivering (or supervising the delivery of) projects and/or events that create opportunities for people with disability and/or increase the capacity of stakeholders to be inclusive; and

- Responding to requests for JFA Purple Orange to undertake short-term, externally-funded work (e.g. community consultations, co-design processes, specific projects) and delivering (or supervising the delivery of) this work.

3.0 The Role Benefits

The success of the Policy and Research Leader role will be reflected by an improvement in the life chances for people with disability through:

- Increased awareness and understanding of best practices in supporting people 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 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.

4.0 The main deliverables

To achieve the above benefits, the Policy and Research Leader is responsible for the following deliverables:

- 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.

5.0 The main work activities

To produce the above deliverables, the Policy and Research Leader will do the following work activities:

- 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;
- 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
- Other activities as directed.

6.0 Reporting relationships

To guide and support the above work, these are the key line support relationships for Policy and Research Leader.

Responsible to:

- CEO or delegate, and which may be adjusted in line with the needs of the organisation.

Responsible for:

- Any allocated staff, students, trainees, interns, volunteers etc who may from time-to-time be involved with the work the role covers, and which may be adjusted in line with the needs of the organization.

Good relationships with:

- People with disability, their families, friends, supporters, allies;
- Staff and governors across the Julia Farr entities;
- Auditors and other external stakeholders seeking information about the organisation's work;
- External stakeholders whose assistance or support is needed to produce the role's deliverables and benefits;
- Community leaders and NGOs relevant to the work;
- Government staff relevant to the work; and
- Peak bodies.

7.0 Commitments expected of all staff

To guide and support the aims and benefits of the role, of other roles in the organisation, and of the organisation's positive workplace culture and standing, the role demands an active and consistent commitment to:

- People with disability having personal authority in their lives ('Personhood')
- People with disability having active valued membership in community life and the economy ('Citizenhood')

- People with disability having opportunities to grow in support of the above ('capacity-building')
- The exercise of diplomacy and ambassadorship with external stakeholders, to advance and uphold the organisation's standing
- The exercise of diplomacy and ambassadorship and cooperation with internal stakeholders, to advance and uphold a harmonious, collaborative, and warm, workplace culture where diversity is valued
- The exercise of proactive, respectful, truthful, and solution-focused, actions in response to conflict
- The exercise of reasonable and good judgement in respect to safeguards for self, fellow team members, people with disability and their families, and other stakeholders in our organisation, in support of a workplace that is free of harassment, unlawful discrimination and bullying
- Support and contribute to the achievement of the organisation's goals as set out in strategy and business plan documents
- Initiate and participate in activities in support of good practice, the generation of knowledge capital, and other habits of a learning organisation
- Participate in performance planning and reviews as frequently as may be required but at least annually and commit to ongoing personal and professional development

8.0 About the person in the role

Essential general criteria for the person to be suitable for the role, include:

- Deeply-felt value base in support of improving the life chances for people with disability and their families
- An inquisitive and analytical mindset, with the ability to self-start and achieve the work, deliverables, and benefits, at a level that is reasonable for the role
- Demonstrated capacity to prioritise and schedule a programme of work within the role, and to produce deliverables within specified budget and timelines
- Demonstrated capacity to build effective relationships with a wide range of people
- Demonstrated capacity to communicate effectively, at a level that is reasonable to accomplish the role
- Demonstrated capacity to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, and lawful discrimination and bullying, and where diversity is valued

Essential specific criteria for the person to be suitable for the role, include:

1. A relevant degree (or similar).
2. At least 5 years' relevant work experience.
3. Proven ability to undertake research and analyse, develop and communicate complex policy issues at a high level.
4. Experience working with representative bodies, delivering community consultations and facilitating workshops in a social justice or comparable setting.

5. Experience in project management and/or delivery.
6. Experience in advocacy and/or policy development.
7. Strong skills in the Microsoft Office suite, including Word, Excel and Powerpoint.

Desirable criteria include:

1. Knowledge of ongoing disability sector reforms and current issues for people 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 with disability.

9.0 Signatures

This role description is endorsed by the following Role Sponsor:

Name: [insert name of role sponsor]

Title: [insert sponsor's title]

Signature: _____ Date: [insert date]

This role description is acknowledged by the person doing the role:

Name: [insert name of role occupant]

Signature: _____ Date: [insert date]