

Position Description

POSITION TITLE:	Policy and Advocacy Advisor
POSITION TYPE & TENURE:	Permanent, Full-time
CLASSIFICATION:	SCHADS Level 6
REPORTS TO:	Head of Advocacy, Policy & Research
DIRECT REPORTS:	Nil
LOCATION:	Melbourne/Hybrid/Remote

ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

Working in a dynamic, fast-paced, nationally focussed research, policy and advocacy team, the Policy and Advocacy Advisor works collaboratively across the organisation with our members and key stakeholders to develop and implement policy and advocacy initiatives that have meaningful impact in line with NTV's strategic plan.

Reporting to the Head of Advocacy, Policy and Research, the Policy and Advocacy Advisor has a specific jurisdictional focus as well as responsibility for delivering tranches of the policy and advocacy strategy and contributing to the research agenda.

DELIVERABLES

Policy and Advocacy Impact

- Initiate and undertake high-quality analysis of the emerging political and social landscape and proactively work to influence, change and strategically respond to key issues.
- Synthesise, analyse and operationalise diverse evidence sources, including the wisdom of lived experience, practitioner knowledge, government positions and research findings to contribute to the research and policy agenda.
- Develop and deliver position statements, policy submissions, reports, briefings and other advocacy materials to advance NTV's policy and advocacy agenda.
- Work closely with the Marketing and Communications Team to translate NTV's advocacy strategy and related positions into campaign and advocacy materials.
- Provide support and advice to the CEO, General Manager, and Head of Advocacy, Policy and Research, and other members of the Leadership Team to fulfil their role representing NTV in sector meetings, conferences, working group and forums.
- Represent NTV in relevant sector meetings, conferences, working group and forums especially in assigned jurisdiction.

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Research Impact

- Work collaboratively with the Research Lead to identify research opportunities that strategically advance the evidence base, including practice-based evidence.
- Support the development and delivery of research projects, internally or with universities and research institutes.
- Develop and realise opportunities to advance practice-based knowledge in research and policy forums and processes to influence the national research agenda.

Member and Stakeholder Impact

- Contribute to the development and maintenance of strong relationships with member organisations and key stakeholders, including sector-based partner agencies, research institutions and relevant government departments to influence their work and enrich our understandings and related positions.
- Work closely with colleagues, member organisations and key stakeholders to develop and achieve our objectives and support the aligned objectives of member organisations and partners.
- Enable meaningful member and stakeholder contributions to family violence related political and policy matters.
- Implement NTV's membership strategy in assigned jurisdiction and proactively contribute to membership growth.

WHAT WE ARE LOOKING FOR IN THIS ROLE

Skills

- Strong political antennae with knowledge of contemporary political and policy processes governing Australian family violence reform agendas.
- Ability to critically synthesise, analyse and operationalise diverse evidence sources, including the wisdom of lived experience, practitioner knowledge, government positions and research findings to develop positions, submissions, briefings and other advocacy materials.
- Demonstrable skills at crafting powerful advocacy messaging to a range of audiences to influence social and political understanding of family violence and shape political and government decision-making.
- Strong demonstrable writing skills that produce social impact through high-quality position papers, submissions and other messaging that creates positive change.
- Experience of successfully managing projects that deliver quality deliverables within defined timelines.
- Good qualitative research skills essential; quantitative research skills will be highly regarded.
- Collaborative and adaptable team player with strong relationship skills.
- Ability and desire to work in a fast-paced, dynamic environment often juggling multiple workstreams and deadlines.

Experience and Knowledge

- Experience working in similar policy roles in political, government or non-government organisations.
- Well-developed relationship building and maintenance skills with a broad range of stakeholders.
- Experience in implementing strategic objectives through political and policy processes.

Qualifications/Competencies/Licences

- Tertiary qualification in Public Policy, Gender Studies, Social Sciences, Criminology, Public

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Health policy, or other relevant disciplines.

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Workload Demands: Tight timeframes may result in high workloads at specific peak times
- Vicarious Trauma & Exposure to Distressing Content: Engagement with research content involving violence
- Ethical Complexity: Navigating conflicting perspectives in developing recommendations

MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Clear expectations outlined in Position Description, communication and escalation processes
- Ready access to manager for advice on managing risk and emerging ethical complexity
- Scheduled supervision to include assessing and responding to emotional impact and workload requirements
- Access to Debriefing & Employee Assistance Program (EAP)
- Organisation-wide commitment to respectful communication and prevention of bullying, harassment and interpersonal conflict
- Safe mechanisms for raising concerns
- Employees will have input into how work is planned, prioritised and paced by encouraging involvement and autonomy
- Encouragement to raise concerns early when competing demands or risks emerge

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.

Signature of Job Holder _____ Date signed _____