



Position Description

Policy & Advocacy Manager

Position Description: **Policy & Advocacy Manager**

General Details	
Title: Policy & Advocacy Manager	Classification:
Reports to: Chief Executive	Industrial:
Program/Unit: Policy. Management Group.	Direct Reports: nil.

Role Purpose

The Policy & Advocacy Manager is responsible for providing strategic policy and advocacy advice to the Chief Executive on issues of importance to older South Australians, in support of COTA SA's purpose. The Policy & Advocacy Manager will consolidate engagement and research outcomes to enable COTA SA to effectively develop policy positions, and to advocate, lobby and influence external stakeholders to advance the rights, aspirations and interests of older South Australians. The role is responsible for the identification, research, drafting and promotion of policy positions, submissions and advocacy efforts, including by working closely and collaboratively with and through the Research & Engagement and Communications teams, the COTA SA Policy Council and external consultants. The Policy & Advocacy Manager oversees COTA SA's representation on external consumer bodies and other think tank forums and represents COTA SA to Government and other organisations. A priority for the role is to ensure the Peak Body agreement with the Office for Ageing Well is effectively managed and delivered against. The Policy & Advocacy Manager is a member of the Management Group, contributing to the effective management of the organisation.

Function	Key Responsibilities
Strategic policy and advocacy advice, development and implementation	<p>Provide strategic advice to the Chief Executive on COTA SA's policy positions and related activities, and develop and implement effective policy and advocacy activities to achieve COTA SA's purpose, by:</p> <ul style="list-style-type: none"> • Critically analysing State, local, national and industry policy and legislative developments affecting older South Australians • Working closely with key staff, external consultants and the Policy Council to coordinate the consolidation, framing and articulation of COTA SA's positions on key policy matters and developing strategies to influence, lobby and advocate • Ensuring COTA SA continues to meet its obligations under its peak body agreement including through program management, delivery and reporting • Preparing appropriate responses to requests for submission, information and expert advice from various levels of Government, from older South Australians, and from other members of the community • Providing a range of reports for the Chief Executive, Policy Council and Board on policy and advocacy matters, planning and performance • Recommending the best alignment of available resources, including staff, funding, information and influence to achieve policy and advocacy priorities • Recommending new programs and projects to support COTA's strategic objectives including identifying funding opportunities, preparing funding applications and working with colleagues to successfully implement these • Ensuring the diversity of older South Australians is captured, understood and reflected when communicating COTA SA's policy and advocacy position
Engagement, insights and research	<p>Work closely with and through the Research & Engagement Manager and The Plug-in team of Research & Engagement specialists, to plan and implement a range of activities to gather and leverage data, insights, and evidence to support policy and advocacy activities, including:</p> <ul style="list-style-type: none"> • Consulting with older South Australians across diverse communities to understand and identify current and emerging issues of importance for them, including older people living in the Lower Fleurieu, Yorke Peninsula, and LGBTI+ elders

	<ul style="list-style-type: none"> • Providing input to research and engagement activities to ensure COTA SA is in a position to proactively influence state policy and advocate on behalf of older South Australians, including working with COTA Australia and the COTA National Alliance on national policy issues • Writing, developing and finalising major reports and submissions based on research outcomes in formats that will have broad appeal and accessibility • Providing insights, advice and direction to COTA SA's Policy Council to ensure COTA's voice and advocacy efforts are informed through evidence and lived experience • Identifying new and emerging themes and considering their alignment and importance to COTA SA's strategic priorities.
Strategic advocacy and communication	<p>Work closely with and through the Communications Manager and Communications team to plan and implement a range of influential advocacy strategies to support COTA's strategic priorities by:</p> <ul style="list-style-type: none"> • Developing policy and advocacy communications and releases that are contemporary, accessible, engaging and able to be shared across a range of written and digital formats • Producing content for COTA SA's internal and external publications and channels and contribute to social media in relation to policy and advocacy content • Building a strategic network to engage with and listen to stakeholders and associated organisations to identify opportunities to collaborate, advocate and effect change • Effectively maintaining, building and managing relationships with external stakeholders, including MPs, consumer groups, Communities of Practice, reference groups, advisory groups, government officials, sector leaders and community leaders • Advocating respectfully and effectively with and for older people.
COTA SA team culture	<p>Show a commitment to COTA SA values: Respect, Diversity, Equity, Collaboration, Integrity, Independence.</p> <p>Comply with the COTA SA Code of Conduct, Service Charter and Organisational Policies and procedures, including WHS.</p> <p>Contribute to the effective management of the organisation as an active member of the Management Group.</p>

Selection Criteria		
	Essential	Desirable
Training/ Qualifications	Higher degree qualification relevant to the key responsibilities of the role.	
Experience/ Knowledge	<ul style="list-style-type: none"> • Relevant experience in policy development and implementation. • Experience researching and producing policy and advocacy-based communications in a range of formats. • Relevant experience of consumer engagement and stakeholder management. • Understanding of digital communications strategies and social media as an advocacy 	<ul style="list-style-type: none"> • Demonstrated in-depth knowledge of issues facing older people, or experience working with older people of diverse backgrounds. • Understanding of Australian Privacy Principles and applications for consumer engagement and data management. • Experience working in not-for-profit and/or peak body organisations with

	tool to reach and engage a diverse audience.	multiple stakeholder groups, at a Management level.
Skills/ Abilities	<ul style="list-style-type: none"> • Demonstrated ability to synthesise a wide range of data to make strategic, evidence-based decisions and problem solve. • Ability to establish credibility and rapport with stakeholders including individuals from diverse backgrounds. • Strong written, verbal and digital communication skills with the ability to present information simply and clearly. • Strong project management and resource management skills: ability to prioritise workload, work effectively with and through others, and deliver work within scope. • Ability to use digital platforms including to create and manage systems for research, engagement and maintaining an active COTA SA advocacy profile. • Highly developed consumer engagement, communication, organisational, analytical and conceptual abilities. • Outstanding internal and external customer service orientation. • Digital literacy and competence in Microsoft Office suite and contemporary databases. • Ability to work autonomously within a team environment. • Positive and energetic attitude to work. • A commitment to support the rights of older South Australians and share our vision of ageing as a time of possibility, opportunity and influence. • Commitment to upholding professional WHS practices and personal wellbeing. 	
Licences/ Certificates	<ul style="list-style-type: none"> • A satisfactory National Criminal History Record Check • Unencumbered SA Driver's Licence 	

Special Conditions

- 0.6 to 0.8FTE permanent part-time position with hours and salary to be negotiated with the appointee.
- This position will require, from time to time, flexibility of working hours.
- Regular travel within metropolitan Adelaide and regional South Australia is a requirement of the position.
- Interstate travel will be required of the position from time to time.
- The position is subject to an initial six-month period of probation and regular performance reviews.

Supervisor Signature: _____

Print name: _____

Date: _____

Employee Signature: _____

Print name: _____

Date: _____