



Position Description: **Strategic Advisor**

General Details	
Title: Strategic Advisor	Classification:
Reports to: Chief Executive	Industrial:
Program/Unit: Policy. Management Group.	Direct Reports: nil.

Role Purpose

The Strategic Advisor is responsible for providing strategic advice to the Chief Executive on issues of importance to older South Australians, in support of COTA SA's purpose. The Strategic Advisor 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 will work closely with COTA SA's Policy Council to coordinate the identification, research, drafting and promotion of COTA SA's policy positions and advocacy efforts. The Strategic Advisor will oversee COTA SA's representation on external consumer bodies and other think tank forums and represent COTA SA to Government and other organisations, including under the peak body agreement with the Office for Ageing Well. The Strategic Advisor is a member of the Management Group, contributing to the effective management of the organisation.

Function	Key Responsibilities
Strategic advice and policy development	<p>Provide strategic advice to the Chief Executive on COTA's policy positions and associated activities 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 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 • 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 • Providing a range of reports for the Chief Executive and for the Board on policy and advocacy matters, planning and performance
Engagement, insights and research	<p>Working closely with The Plug-in team of Research and Engagement specialists, implement a range of activities to gather insights, and evidence to support policy, program and advocacy activities by:</p> <ul style="list-style-type: none"> • Directly 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 • 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 Federation 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

	<ul style="list-style-type: none"> Identifying new and emerging themes and considering their alignment and importance to COTA SA's strategic priorities.
Strategic advocacy and influence	<p>Working closely with the Communications Manager implement a range of communication and 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	A degree in public policy, journalism, media, communications, social sciences, economics or related discipline	
Experience/Knowledge	<ul style="list-style-type: none"> Experience researching and producing policy and advocacy-based communications in a range of formats. Experience coordinating and delivering consumer and stakeholder engagement activities including online. Experience of effective engagement and partnership development with internal and external stakeholders. Experience and knowledge in all forms of contemporary media - social media, media production, communication and dissemination techniques including creative and alternative methods to inform a diverse audience. 	<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 multiple stakeholder groups.
Skills/Abilities	<ul style="list-style-type: none"> Ability to establish credibility and rapport with stakeholders including individuals from diverse backgrounds. 	

	<ul style="list-style-type: none"> • Strong written, verbal and digital communication skills with the ability to present information simply and clearly. • 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. • Advanced time management skills and ability to work under pressure and to meet deadlines. • 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

- 0.8FTE 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:
