

POSITION DESCRIPTION



POSITION OBJECTIVE

Lead VCOSS's policy and research activities, achieve positive policy outcomes for people experiencing poverty and disadvantage in Victoria, and further enhance VCOSS's strong public profile.

POSITION DETAILS

VCOSS Policy and Research Manager

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| Classification | Level 5 |
| Salary Range | \$96,152 - \$118,205 |
| Status | Full time |
| Located | Level 8, 128 Exhibition Street, Melbourne |
| Last updated | March 2019 |

THE ORGANISATION

The Victorian Council of Social Service (VCOSS), as the peak organisation of the non-government social and community services sector, raises awareness of the existence, causes and effects of poverty and inequality, and contributes to initiatives seeking to create a more just society.

VCOSS has over 300 members and regularly consults with them in order to represent to government and the wider community on issues relating to disadvantage. We develop and critique government and related policies, carry out research and promote our views through publications, the media and speaking out through diverse networks.

ORGANISATIONAL VALUES

- Energy and vision
- Integrity and result
- Collaboration, inclusiveness and team work
- Continuous improvement and sustainability
- Open constructive communication

ROLE

The Policy and Research Manager is responsible for leading the organisation's policy development and managing a team of policy officers.

KEY ACCOUNTABILITES:

- **Policy**
 - Identify strategic policy priorities in alignment with the VCOSS Strategic Plan.
 - Analyse and interpret complex information (including budget papers, policy costings, data, regulations, legislation, etc), making this analysis accessible for diverse audiences.
 - Initiate and engage in collaborative policy development.
 - Develop public policy recommendations.
 - Oversee the production of policy submissions and reports that are high-quality, informative and engaging.
 - Provide high-level written and verbal policy advice.

- **Research**
 - Manage the delivery of flagship research.
 - Identify and pursue opportunities for partnerships and collaborative working arrangements with research and other relevant organisations.

- **Stakeholder and community sector engagement**
 - Play a policy leadership role across the sector.
 - Build and maintain partnerships with VCOSS members and other stakeholders.
 - Share your policy expertise and insights with VCOSS member organisations.

- **Advocacy**
 - Support VCOSS's broader lobbying, campaigning and advocacy activities.
 - Represent VCOSS on external committees, at public forums and in meetings with senior representatives of government.

- **Organisational management**
 - Contribute to the development of VCOSS's strategic direction.
 - Manage staff to work most effectively in pursuit of organisation's goals and mission.
 - Manage budgets to support the organisation's operations.

COMPETENCIES

SPECIALIST KNOWLEDGE AND SKILLS

The position requires extensive experience in the following areas:

- Knowledge of government priorities, policies and strategies,
- Excellent written and verbal communication skills and demonstrated ability to prepare engaging, high-level research and documentation across a range of social policy areas and for diverse audiences,
- The ability to confidently address and negotiate with groups and individuals
- Sound political acumen.

MANAGEMENT SKILLS

This manager must demonstrate the ability to

- Work constructively as part of a management team
- Manage time
- Set priorities and plan and organise work to be undertaken to achieve targets in the completion of a diverse range of activities
- Manage, involve and inspire staff in the pursuit of excellence.
- Manage project budgets.

INTERPERSONAL SKILLS

This manager must have:

- Highly developed interpersonal skills with the ability to liaise with and gain the co-operation of all levels of management, staff, members and stakeholders.
- Excellent written and verbal communication skills;
- Ability to lead, motivate and develop other employees.
- Ability to discuss and resolve problems, both internally and externally.
- Strong strategic, management, and business and project planning skills.

QUALIFICATIONS AND EXPERIENCE:

This manager must have:

- Experience working in policy analysis and development
- Experience in the management of staff.
- Relevant tertiary qualification (post graduate qualifications highly regarded)

KEY SELECTION CRITERIA

1. Demonstrated understanding of the barriers and opportunities which exist in addressing poverty and disadvantage.
2. Demonstrated experience in developing public policy solutions across diverse policy areas.
3. Exceptional written and verbal communication skills.
4. In depth knowledge of the machinery of government, public policy development and issues affecting the non-government sector and VCOSS members.
5. Experience analysing and interpreting complex information (such as budget papers, policy costings, data, regulations, legislation, etc) and crafting policy statements for diverse audiences.
6. Strong political judgement and a demonstrated ability to both drive advocacy outcomes and maintain long-term relationships with government.
7. Demonstrated experience with budgeting, and staff and project management.
8. Understanding and commitment to the objectives and values of the organisation and a capacity to represent VCOSS views as required.