

Position Description

Team Leader – Policy

About Advocacy for Inclusion (AFI)

Advocacy for Inclusion (AFI) provides independent individual, self, and systemic advocacy for people with disabilities. We are a Disabled Peoples Organisation (DPO) which means most of our board, members and staff are people with disabilities. AFI provides systemic information and advocacy through policy at both an ACT and national level, along with research and evaluation practices.

AFI works within a human rights framework and acknowledges the United Nations *Convention on the Rights of Persons with Disabilities* (CRPD) and is signed onto the *ACT Human Rights Act 2004*.

As a flexible employer of choice, AFI can offer:

- Flexible working including working from home or remotely outside of Canberra
- Salary packaging
- A collaborative, friendly and inclusive workplace

Position Overview

The Team Leader of Policy is a senior leadership position to influence ACT and national disability policy, developing and distributing information and providing networking opportunities to support people with disabilities to contribute to policy decisions. You will support the ongoing development of AFI's policy and systemic advocacy work, the development of submissions, position papers and responses to a range of government and community consultations. You will be required to represent AFI at roundtables, community forums and stakeholder engagements, and will report to the Chief Executive Officer.

A strong understanding of, and the ability to advocate on operational and wider policy issues concerning people with disabilities under the Convention on the Rights of Persons with Disabilities (CRPD) and a human rights framework is mandatory to the success of this role.

The Team Leader of Policy will work within the robust disability community sector to grow and enhance advocacy and deliver a proactive, solution-orientated approach on behalf of people with disabilities and staff of AFI. The position will be overseeing a small team of policy staff and potential growth of projects when you begin the role. You will ideally be a self-starter with the motivation and ability to grow quickly in a strategic role.

Key Accountabilities

National and Local Policy

- Demonstrate a strong understanding of disability, advocacy, and systemic issues, including the NDIS.
- Develop, lead, and coordinate local policy initiatives, projects, and sector initiatives.
- Assist in the research, writing and development of policy position papers, policy submissions and other documentation required to support and promote the rights of persons with disabilities.
- Experience in providing recommendations and advice to government or external stakeholders.

- Contribute to national and local policy and legislative reform to implement solutions that are proactive, balanced, and collaborative.
- High-level consultation, communication, and interpersonal skills with the demonstrated capacity to build relationships, engage with a range of internal and external stakeholders and navigate competing and complex interests.
- Consultation with people with disabilities, including research and review of survey results and involvements in forums to gain clarity and understanding of consumer perspectives about issues and barriers faced in the disability space.
- Representation and reporting of AFI and disability perspectives in meetings with ACT and Federal Government bodies, disability, and community stakeholders.

Projects

- Lead a small team and development projects jointly with AFI stakeholders, which respond to and promote the human rights of people with disabilities.

Teamwork

- Work under the direction of AFI's Code of Conduct working to create a supportive, safe, and happy workplace.
- Attend and contribute to regular staff meetings, advocacy team meetings and other forums as appropriate providing information, feedback and recording of systemic issues.
- Actively contribute to Workplace Health and Safety by taking reasonable care for personal health and safety and that of others in the workplace; raising suggestions and concerns as they arise to ensure a safe work environment for employees, clients and stakeholders.
- Complete tasks as assigned and requested by the Operational Manager and Chief Executive Officer.

Selection Criteria

Essential licence, qualification, or registration requirement

- Current ACT Working with Vulnerable People's Check or proof of obtainment

Essential Skills, Competencies and Behaviours

- Demonstrated knowledge and a contemporary understanding of the disability advocacy, systemic barriers at a local and federal level and the Convention on the Rights of Persons with Disability (CPRD).
- Excellent written communication, written and verbal skills, with the ability to communicate in a flexible capacity.
- Demonstrated experienced in understanding public policy processes and legislation, with knowledge of wider disability policy in a variety of mainstream settings.
- Demonstrated high flexibility in managing tasks, deadlines and working under pressure.
- Demonstrated experience in leading teams and working collaboratively within a dynamic team environment.
- Able to critically analyse and break down complex information with ability to translate information into an accessible and transparent way.

Desirable

- Relevant tertiary qualifications in a social policy is desirable but not essential
- Prior experience in a policy/advocacy role
- Experience in project management would be desirable, but not essential
- Willingness to undertake regular travel within the state, and nationally when required (when border restrictions are eased)