

Position Description

Position Details	
Role title:	Social Policy and Advocacy Officer
Reports to:	Manager, Social Policy and Advocacy
Location:	Melbourne
Department:	Social Policy and Advocacy
Award:	Clerks – Private Sector Award 2010
Classification:	Professional Officer
Hours of work:	Full Time. Part time considered.
Tenure:	Ongoing.
Date:	September 2021
Position Purpose	
<p>The goals of the Social Policy and Advocacy Unit are to:</p> <ul style="list-style-type: none"> Engage and consult with AASW members to inform advocacy and social policy priorities and positions; Respond to and communicate social policy issues as they arise in public debate to members and the broader community; Research domestic and international best practice and new and emerging trends to ensure social policy positions are up to date and relevant; Advocate for and elevate the Association and the social work profession within the broader community. <p>The Social Policy and Advocacy Officer will:</p> <ul style="list-style-type: none"> Support identification and research of policy issues; Contribute to policy analysis and development; Support monitoring, evaluation and reporting processes; Provide advice on policy matters internally and to the Association's members; Coordinate stakeholder consultations and engagement; Advocate on behalf of the Association and the profession. 	
About AASW	
<p>The Australian Association of Social Workers (AASW) is the peak body for social workers in Australia, with approximately 15,000 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.</p> <p>The AASW operates from a national office (Melbourne) and a network of 9 branches delivering education, programs and services, advocacy, networking, and connection for the benefit of members and the social work profession.</p>	
Our Values	
<p>AASW employees are expected to operate in accordance with the aims and intent of our shared values.</p> <p><i>Respect</i></p> <ul style="list-style-type: none"> Trust; True openness; Compassion; Self-awareness and reflection <p><i>Collaboration</i></p> <ul style="list-style-type: none"> Support each other; Teamwork; Shared vision; Being united and collegiate; Enjoy your time at work and have fun <p><i>Integrity</i></p> <ul style="list-style-type: none"> Responsibility; Courage; Authenticity <p><i>Accountability</i></p> <ul style="list-style-type: none"> Be engaged and contribute; Deliver outcomes <p><i>Responsiveness</i></p> <ul style="list-style-type: none"> Self-awareness; Flexible; Agile; Curiosity 	
Position Performance Indicators	
To be developed and which are subject to change from time to time.	
Key Areas of Accountability	
Support identification and research of policy issues and contribute to policy analysis and development	
<p>To research, write and develop social policy, advocacy, and communication materials. This will include:</p> <ul style="list-style-type: none"> Contribute to the identification of relevant policy issues based on member priorities; 	

- Assist to define policy issues in the context of member feedback;
- Conduct research and identify policy solutions ensuring materials accurately represent the views and values of the profession and members, and are underpinned by current research and relevant practice knowledge;
- Draft policy and associated documents in a range of formats including submissions, research reports, position statements, briefing papers, media pieces, copy and content for member communications such as EDM's, social media and the website;
- Maintain awareness of local and global policy directions and developments in identified key areas.

Coordinate stakeholder consultation and engagement

Engage key stakeholders and harness their expertise in the development of social policy, advocacy, research and media initiatives. This will include:

- Coordinating, delivering and acting in Secretariat and Chair roles for the member National Advisory Panels (established member consultation frameworks)
- Recommending additional appropriate stakeholder engagement methods for policy consultations and implementing new methods;
- Identify and engage interested members who are subject matter experts with current knowledge/practice in specific policy areas;
- Increase engagement with interested members and support them to represent the AASW and policy/advocacy positions at events, conferences, in the media and at meetings.
- Manage member feedback mechanisms as well as be responsive to member social policy inquiries by phone, email and via social media channels.

Raise the profile of the AASW and the social work profession

Raising the profile and awareness of the AASW and the social work profession, through a range of communication channels including face-to-face, print, social and online media. This will include:

- Supporting senior staff to identify and respond to opportunities to elevate the Association and the profession in the broader community through advocacy initiatives such as campaigns, media and engagement with external stakeholders;
- Support the preparation of a range of written materials including copy for the website, annual reports and EDM's;
- Representing the AASW at stakeholder consultations, meetings, events and conferences

To provide professional support and guidance to staff and work effectively as part of a team

Contributing to the Social Policy and Advocacy team and its activities, and the effective operations of the organisation. This may include:

- Contribute to the development of supporting infrastructure and processes for the Social Policy and Advocacy Team;
- Evaluating and reviewing team processes and consultative methods and reporting on activities to continue to strengthen and grow the work of the team;
- Undertaking alternate tasks as may reasonably be required from time to time to a professional standard;
- Providing assistance to other employees as may be reasonably required;
- Active involvement in quality and continuous improvements, and always seeking best practice in fulfilling the role.

Key Compliance Requirements

All AASW employees are required to:

- Comply with all AASW policies, procedures and code of conduct.
- Operate in accordance with relevant statutory and regulatory compliance obligations including: Work Health & Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery; and
- Participate in relevant training and awareness programs relating to compliance obligations and areas of accountability.

A police check and other checks may be required as part of the selection process or during your period of employment.

WHS Inherent Job Requirements

AASW will take all reasonable steps to accommodate the abilities and needs of all staff members and prospective staff members within the inherent job requirements of the role.

The requirements may include:

- Attendance, representing and public speaking at AASW functions and AASW approved events
- Sitting or standing at a desk for extended periods of time
- Manual handling
- Use of computer screen for extended periods of time
- Managing peak work demands
- Undertake after hours work
- Ability to undertake interstate airline travel if required from time to time

- Communicating around emotive subjects involved in the social work sphere, such as mental health, child protection, disability, sexual orientation and family violence

Core Competencies and Capabilities

These competencies and capabilities are fundamental requirements.

Personal Responsibility

- Complies with the AASW Code of Conduct at all times.
- Anticipates and adapts willingly to changing demands and situations.
- Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the AASW in so much as they apply to the relevant position.
- Willingness to acquire new skills and willingness to undertake further training.

Regulatory Compliance – Safety, Health, Environment, Ethics and Privacy

- Assists in the provision of a safe and healthy workplace by identifying and responding to hazards in an appropriate manner.
- Ensures a strong awareness and compliance with Regulatory Standards to ensure ongoing privacy, safety, and security of stakeholders, and takes appropriate preventative measures to minimise the risk of adverse incidents.

Promotes and Communicates

- Promotes initiatives in their work area to ensure effective performance and achievement of the objectives.
- Promotes a team spirit and communicates effectively and professionally with fellow employees, management, members, suppliers, and service providers.

Service Quality and Efficiency

- Maintain service quality and efficiency and take part in quality assurance processes.

Key Selection Criteria

Essential Requirements

Social Policy and Advocacy

- Demonstrated experience in social policy analysis and development including relevant tertiary qualifications
- Demonstrated high level analytical research skills, written and verbal communication
- Demonstrated understanding of government, political and bureaucratic systems

Stakeholder Engagement and Relationship Management

- Demonstrated experience in organising and delivering stakeholder engagement activities including acting as Secretariat throughout life-cycle of consultative processes
- Demonstrated experience in building and maintaining effective relationships

Self-Management skills

- Ability to initiate and manage projects with demonstrated experience in managing competing priorities, periods of high workload and meeting short deadlines
- Ability to work independently and seek support and supervision as required

Desirable Requirements

Understanding of:

- Contemporary social work policy and practice issues
- The role of a professional association and/or peak body

Approval

Cindy Smith
CEO

Signature:

Date:

Acknowledgment

- I understand I may be required to undertake alternate tasks and duties as may be required from time to time which are not listed in this statement, as directed by my manager.
- I will provide assistance to other employees as may be reasonably required.
- This position title, reporting line and duties may change in the future in accordance with changes to the organisation structure.
- I acknowledge and have read and understood this Position Description and agree to carry out my duties to

meet these outcomes to the best of my ability.

Employee Acceptance		
Print name:	Signature:	Date: