

Amaze

24 Drummond St, Carlton VIC 3053
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Amaze Position Description

Position Title: Policy Officer	Division: Policy and Advocacy
Reporting To: Policy & Advocacy Manager	Effective Date: March 2019
Direct Reports: 0	EFT: 0.6

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity autistic people and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build understanding, engagement and acceptance of autism. We develop community capacity by working with others to help them value and support autistic people and their families.

Outcomes to be achieved by 2040: 1) Community understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards autistic people by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for autistic people.

Strategic Activities:

Build understanding, engagement and acceptance of autism through media activity to promote facts and dispel myths, World Autism Acceptance Day, provision of information and resources.

Advocate for positive change through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Ref Amaze Strategic Plan 2018-21

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Position Summary and Overall Scope

The responsibilities and deliverables for this role respond to Outcome 2, of the Amaze Strategic Plan 2017-2020 – to influence positive systemic change through governments and the media to improve attitudes and behaviours towards autistic people and their families.

The Policy Officer reports to the Manager, Policy and Advocacy Manager and works as part of the Policy and Advocacy team, with responsibility for:

1. Supporting the identification and development of policy priorities and action plans for Amaze.
2. Researching, producing and updating high quality, evidence based policy papers (manifesto, position statements, submissions, letters)
3. Build advocacy capacity of autism community and engage and consult with autistic people and their families and carers to ensure policy priorities reflect the needs of those with the lived experience.
4. Engaging with stakeholders (government, autism sector and wider community), NGOs and other organisations with similar interest in Amaze's policy priorities to prosecute and support these priorities.
5. Contributing to the Amaze advocacy campaigns in line with strategic priorities.
6. Adhere to Amaze Principles and Behaviours, Policies and Procedures.

Key Responsibilities

Strategic Policy Advice & Research:

- Support Manager, Policy and Advocacy to identify and develop Amaze's policy priorities and advocacy plans
- Contribute to the maintenance of the Amaze Policy Manifesto via annual update.
- Undertake analysis of Commonwealth, Victorian, international policy, legislative and regulatory frameworks in relation to disability and autism.
- Research and draft Amaze policy submissions, policy position statements, guidelines and advice for government and for use by key stakeholders.
- Identify and develop correspondence on policy related matters to Ministers, Members of Parliament and public officials at State and Commonwealth levels

Stakeholder Relations:

- Undertake effective engagement and consultation with the Amaze supporter base and wider Victorian autism sector to ensure policy priorities reflect the needs of those with the lived experience. (Ref Amaze Community Engagement Framework).
- Strengthen Amaze's community engagement with the autistic community to grow the number of autistic people engaged in Amaze policy development.
- Identify opportunities to build capacity of autism community to advocate for systemic change.
- Engage with Commonwealth and State government public officials and ministerial staff in disability, education, employment portfolios, as appropriate.
- Act as team builder (to unite, engage and support team effort and collaboration).

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**Advocacy:**

- Support advocacy for systemic change in line with strategic priorities.
- Engage with NGO's and other organisations with similar priorities to advocate and support Amaze policy priorities.
- Contribute to the development, implementation and evaluation of advocacy campaigns in line with strategic priorities.

Key Selection Criteria**KEY SELECTION CRITERIA****Essential**

- Tertiary qualifications in law, social and/or public policy.
- High level research and critical analysis skills of policy and legislative frameworks to develop policy positions and submissions.
- Min 3-5 years' experience in social/public policy development in government and/or related NGO environment including outcomes based approaches.
- Proven success in developing effective working relationships with government officials, sector representatives, constituents and coalitions.
- Exceptional written, oral and presentation skills and ability to translate into accessible language.

Desirable

- Experience in a similar role within government and/or the Australian disability sector.
- Understanding of the policy environment impacting autistic people and their families.
- Background in law or research and data collection would be considered favourably.

Other

- *National Police Check and Working with Children Check* is required.

March 2019