

Amaze

24 Drummond St, Carlton VIC 3053
 PO Box 374, Carlton South VIC 3053
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Amaze Position Description

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| Position Title: Manager, Policy & Advocacy | Division: Policy & Advocacy |
| Reporting To: CEO | Effective Date: April 2019 |
| Direct Reports: 2 | EFT: 1.0 |

Amaze Social Impact, Purpose and Strategic Directions

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

Our Purpose: We build awareness and understanding of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.

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

Strategic Activities:

Build awareness and increase understanding of autism through media activity to promote facts and dispel myths, World Autism Awareness 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.

Position Summary and Overall Scope

The responsibilities and deliverables for this role respond to Outcome 1 and 2 of the Amaze Strategic Plan 2018-2021.

The Manager, Policy & Advocacy is responsible for leading the Amaze policy and advocacy program to deliver high quality policy analysis and advice to effect systemic change within the six priority themes of access to diagnosis, education, employment, the NDIS, mental health and women and girls.

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The Policy & Advocacy Manager works closely with the CEO and Amaze Management team and builds critical relationships and partnerships with related organisations, all levels of government and the media to effect systemic change by:

1. Remaining abreast of the external policy environment (international, national, state and local government) in relation to autism and disability and providing strategic policy and advocacy advice to the CEO.
2. Positioning Amaze as the 'go-to' for policy advice for autism by leading the development of the policy agenda for autism in Victoria by identifying and developing policy priorities and producing high quality, evidence based policy documents (manifesto, position statements, submissions, guidelines). Working with the national autism community to develop and prosecute the policy agenda at a Federal level.
3. Developing multi-level advocacy strategies and activities from advice to high level government Ministers, Opposition, Senior Government officials to media to grass roots community campaigning.
4. Establishing and building trusted, productive and effective working relationships with stakeholders (government, autism sector and community, the media) and building relationships with NGOs and other organisations with similar interest in Amaze's policy priorities to gain support and endorsement to prosecute these priorities.
5. Identify relevant government funding opportunities for Amaze program areas and work with other Amaze Managers to develop funding proposals and outcome measures, and ensure alignment with government priorities.

The position reports to the CEO and works closely with the Amaze Senior Management Team to ensure organisational priorities and KPI's within the Amaze Strategic Plan are met.

Key Responsibilities

Strategic Policy Advice & Research:

- Working with Amaze Board and CEO, identify and set policy priorities for Amaze to create and maintain the Amaze Policy Manifesto via annual update.
- Oversee the analysis of Commonwealth, Victorian, international policy, legislative and regulatory frameworks in relation to disability and autism.
- Oversee the development of Amaze complex, evidence based policy submissions, policy position statements, guidelines and high quality advice to governments.
- Undertake Commonwealth and Victorian annual budget analysis in relation to disability and autism.
- Working with the CEO, oversee the commissioning of primary research as per Strategic Plan.
- Develop systems and processes to capture engagement through Amaze's programs to inform and support policy and advocacy work.
- Provide high quality evidence based advice to the CEO for high level meetings and represent Amaze on committees, hearings, forums, working groups, meetings as required.

Stakeholder Relations:

- Identify and establish productive working relationships with relevant Commonwealth and State government public officials and ministerial staff in disability, education, employment, health and mental health portfolios. These include Department of Social Services, Department Health and Human Services, Department of Education and Training, and National Disability Insurance Agency to provide quality advice and analysis.

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- Undertake engagement and effective consultation with the Amaze supporter base and wider Victorian autism sector (in line with Amaze Community Engagement Framework) to ensure policy priorities and positions are informed by those with the lived experience.
- Increase awareness and visibility of Amaze as the peak body for autistic people and their families in Victoria through the media and other channels.

Advocacy:

- Establish relationships and form coalitions with NGO's and other organisations with similar priorities to advocate and support Amaze policy priorities.
- Build capacity of autism community in advocating for systemic change through grass roots campaigning and media appearances for autistic people and/or their families.
- Manage advocacy events such as community consultations, forums, summits including sourcing and securing funding for them.

Advocacy Communications:

- Working with the CEO and Communications Manager to develop policy and advocacy communications and campaign materials in line with strategic policy priorities.
- Working with the CEO and Amaze Communications Manager, develop media strategies to prosecute Amaze policy priorities including providing timely evidence based advice for reactive media activity.

Management:

- Participate in Amaze Board meetings including Strategy Retreat (as required), develop board papers relevant to the program area and deliver an annual presentation to the Board.
- Develop and manage financial budgets for programs and program areas within the role's responsibility and undertake monthly forward forecast with Amaze Finance and Operations Manager.
- Develop Reports on program area performance for internal (organisation dashboard metrics) and external purposes (funding acquittals and progress reports).
- Actively participate as a member of the Amaze Management Team including effective working relationships with other Amaze Managers to identify government funding opportunities and ensure high level communication across Amaze program areas.
- Working with Amaze Fundraising Strategic Adviser, identify, assess and develop proposals and submissions for funding for Amaze's research and policy work.
- Support and contribute to the Amaze Healthy Workplace Culture program and actively participate in 4 feedback sessions per year with staff and CEO.
- Supervise, support and develop direct reports including development of Performance Plans in line with Amaze Annual Business Plans and monitor progress periodically and conduct Performance Reviews annually.
- Adhere to Amaze Principles, Policies and Procedures and ensure all direct reports have a current knowledge of, and are complying with, the Amaze QMS.
- Undertake other duties in line with qualifications, skills and experience as required by and agreed with the CEO.

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| Relationships – Internal and External | |
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| Direct Reports: | Policy Officer (0.6) |
| Other Internal: | CEO Management Team Amaze Supporters |
| External: | Australian & Victorian Autism Community Government officials and ministerial staff (Disability, Education, DPC, Employment, Health & Mental Health) National Disability Insurance Agency Autism organisations and other relevant NGOs Australian Advisory Board on Autism Australian Autism Alliance Peak bodies (eg: National Disability Service (NDS) Victoria, VCOSS, etc) |
| Key Selection Criteria | |
| KEY SELECTION CRITERIA | |
| Essential | |
| <ul style="list-style-type: none"> • Tertiary qualifications in law, social and/or public policy. • Min 5 years' experience in working in a social/public policy environment, providing advice within or to government, developing policy platforms and undertaking advocacy. • High level research and critical analysis skills of policy and legislative frameworks to develop policy positions and submissions. • High level of political nous. • 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 | |
| <ul style="list-style-type: none"> • Experience in a similar role within the Australian disability sector including understanding of the NDIS. • Understanding of the policy environment and how it impacts autistic people. | |