

National Policy & Government Relations Advisor

**Guide
Dogs**
AUSTRALIA



- *Key role - flexible location*

- Regularly rated as Australia's Most Trusted Charity brand, Guide Dogs Australia is a group of organisations that provide a broad range of specialist services, alongside their iconic Guide Dogs, to support people with low vision and blindness to achieve their goals in life.

- Reporting to the Senior Development & Partnerships Manager in a close-knit team, you will interact with Board Members and State-based leaders in shaping policy and driving a program of innovation and influence within the organisation, and externally.

- An experienced communicator, you are skilled in policy formulation, with a firm grasp of public sector drivers and processes. You are pragmatic, outcomes focused, able to convey messages simply and succinctly to diverse audiences and have delivered results in federated or sector organisations.

- Your superior abilities in relationship building have been developed in an environment of client and stakeholder engagement.

- Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au by 5pm Monday September 14, or ring Alex Cooper on 0466 903 706 or Jeremy Wurm on 03 9602 1666, in confidence.

BROOKER
Consulting



www.brookerconsulting.com.au

7048RC

HR	Success Profile National Policy & Government Relations Advisor	
----	---	---

Role	Guide Dogs Australia
Reports to	GDA Senior Development & Business Partnerships Manager
Location	National (based at Guide Dogs NSW / ACT (Chatswood), Guide Dogs VIC (Kew) or Guide Dogs Brisbane (Bald Hills))
Date revised	August 2020

PURPOSE OF THE ROLE:

The purpose of this role is to:

1. Help shape policy across Guide Dogs member organisations, the sector and government, which drives better outcomes for people who are blind or vision impaired, and
2. Educate communities on areas of need and successes, in ways that showcase the Guide Dogs brand.

Key areas of focus are:

- Facilitating aligned social policy and service provision across Guide Dogs organisations
- Shaping GDA's policy input and co-ordinating engagement with/to Federal Government and related entities N.B. NDIA
- Influencing and working closely with the sector – co-ordinating GDA's engagement, relationships and advice with peak bodies
- Helping Guide Dog member organisations, their people, partners and communities better understand areas for change and improved accessibility, nationally– in agreed areas (e.g. inaccessible systems, processes and infrastructure) – and showcasing Guide Dogs leadership and successes

KEY ACCOUNTABILITIES:

Key Result Areas	Key Performance Indicators
Overall	<ul style="list-style-type: none"> • Develop an annual policy platform, plan and communications calendar (including areas for education and promotion) for approval by the CEO Group and Board, as part of the annual GDA planning and budgeting process • Develop and revisit clear national policy positions, messaging and promotional communications for agreement by the CEO Group – by facilitating state Guide Dog member positions and considering Government and sector partner positions
Policy Shaping and Development	<ul style="list-style-type: none"> • Actively support co-operation between GDA member organisations in the areas of service provision, social policy and research

<p>External Relations</p>	<ul style="list-style-type: none"> • Facilitate the sharing of GD state member information to identify collective client and service staff issues to inform national positions • Prepare concise briefings for the CEO Group, Boards (GDA and state) and state member client, policy and advocacy staff, of the potential impact of Federal Government legislation or activities on Guide Dogs organisations, and facilitate response positions • Prepare exception reports on any disparity between sector policy positions and that of GDA for resolution • Facilitate and coordinate GDA's' central 'voice' and co-ordinate representation of the GDA position to the Federal Government, Peak Bodies, Industry Groups, and policy roundtables: <ul style="list-style-type: none"> - Provide advice to Government Departments including the NDIA and Department of Health regarding funding needs of people who are blind or vision impaired. - Co-ordinate engagement and responses to Federal Government by acting as the central co-ordinator of an account management approach, agreed annually with the CEO Group - Primary interface and co-ordination point to sector Peak Bodies • Identify clear desired outcomes of submissions and endorsed positions to CEO Group for endorsement prior to being made • Provide responses and submissions to government, government authorities, and representatives in a timely way, consistent with agreed policy positions and informed by appropriate analysis
<p>Informed Focus</p>	<p>Ensure GDA policy and any national advocacy position is informed by facilitating proactive work at a state member level with individual consumers and internal consumer advisory bodies</p> <p>Develop and update national NDIS statistics on a half-yearly basis to ensure these are used and promoted.</p>
<p>Education and Promotion of GDA</p>	<ul style="list-style-type: none"> • Guide Dogs Australia's key policy communication priorities are identified, agreed and delivered annually. Focus is on organisational platform promotion (not individual client-based advocacy). • Annual Communication Plan developed to maximise GDA's profile and successes to specific audiences, industry, government and the broader community. Content and key messages to feed into the broader national GDA Communications Calendar • Actual vs proposed outcomes of communications activity to be reported on • Agreed GDA policy statements and related messaging for public audiences are available and readily accessible for all GDA members

	<ul style="list-style-type: none"> GDA's position in state, national and international forums and events is promoted through presentations and participation – either personally or by enabling others in GDA Any key GDA public education or advocacy campaign to be identified, agreed and form part of broader brand campaign work throughout the year and across multiple communication platforms
Research and Innovation	Identify opportunities to strengthen GDA's reputation and increase community awareness through research, education and promotion – by working with State Service Managers, CEOs and GDA Business Partnerships area to identify partner and pro bono support to deliver.

Key Result Areas	Key Performance Indicators
Organisational support	
	<ul style="list-style-type: none"> Advice provided to internal staff to support people who are blind or vision impaired to engage with agreed national programmes including the NDIS, Aged Care, Health, and Transport (and possibly Education and Employment systems). GDA values, position and activities exemplified and articulated when representing the organisation in all internal and external engagement opportunities. Client service excellence and continuous improvement in quality, efficiency and effectiveness of service provision is supported; policies are known, improvement areas advised. Other duties undertaken and achieved as requested by GDA Directors, CEO Group or the GDA Senior Development & Partnerships Manager

Knowledge and experience required to be successful in the role:

Essential	Desirable
<ul style="list-style-type: none"> Demonstrated experience and skills in policy analysis and development. Superior written and verbal communication and presentation skills – able to act as an advocate for the organisation A good understanding of government decision and policy making processes Demonstrated ability to develop and implement relationship account management with industry bodies, government, bureaucracies and 	<ul style="list-style-type: none"> A relevant tertiary degree in social policy or similar and at least five years prior experience in a community or government setting. A good understanding of social policy and service delivery in the community services sector, preferably for people with impaired vision. Experience in federated or geographically dispersed structures or teams High level analytical, research and problem solving skills – strategic and tactical

<p>agencies – on behalf of self and the organisation.</p> <ul style="list-style-type: none"> • Demonstrated experience in developing and briefing in communications for multiple channels (e.g. media) • Superior collaboration, influencing, negotiating and interpersonal skills • Demonstrated ability to work independently and as part of a team • Superior organisation skills to manage projects and workload effectively. • Good Microsoft Office skills. 	<ul style="list-style-type: none"> • Lived understanding of blindness or vision impairment <p>Behavioural:</p> <ul style="list-style-type: none"> • Agile and adaptive • Outcome and results focused – takes responsibility for achieving results, sets clear goals and expectations and is accountable for outcomes. • Able to take initiative, think laterally and identify options
--	--

Additional Accountabilities	JOB HOLDER IS REQUIRED TO:
WH&S Responsibilities	<ul style="list-style-type: none"> • Follow Guide Dogs NSW/ACT/VIC/QLD WH&S (location dependent) policy, procedures and rules, and follow safe work practices. • Participate in team meetings to discuss workplace health safety in the department. • Report any hazards and incidents as soon as possible, whether or not someone was injured. • Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required. • Ensure that anything which is provided in the interests of workplace health and safety is not misused or interfered with.
Values	<ul style="list-style-type: none"> • Demonstrate and promote GDA values