

Position call for Policy & Project Leader

Thank you for your enquiry about this position. Please find attached a draft role description and person specification.

Remuneration will be negotiated with the successful candidate, with consideration for the candidate's skills and experience, and relevant market rates.

How to apply

Send your application to Mr Geoff Barber, Chief Operating Officer, Purple Orange, Applications to be submitted via Seek or geoffb@purpleorange.org.au. Enquiries 08 8373 8333

We will commence the shortlisting process on the 4 June 2018.

Robbi Williams
CEO
May 2018

JFA Purple Orange

Team Member

Role description & person specification

Title of Role:	POLICY and PROJECT LEADER
Term of Appointment:	Permanent (Full time 38 hr per week) Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

The Policy and Project Leader is responsible for:

- Effective research, evaluation and policy analysis and report development of a wide range of issues involving people living with disability, including funding, personal support, employment, education, housing and transport
- Leading projects on various issues affecting the life chances of people living with disability and their families
- Coordinating and navigation of complex and politically sensitive issues in a manner which gives appropriate regard to ethical standards and stakeholder engagement.
- Coordinating professional and sector development events

2. Main Benefits (Outcomes)

[A summary of the measurable benefits that will be brought to the target community]

The success of this role will be reflected by a systemic improvement to the life chances for people living with disability¹, through activities which achieve:

- Increased understanding of known best practices in supporting people living with disability towards a good life
 - Increased understanding of benefits to people living with disability as a result of evaluation of funded projects
 - Increased development and awareness of new helpful policy and practice initiatives
 - Favourable change in public policy and mainstream services
 - Increased community capacity to be authentically welcoming and inclusive
 - Greater activity by, and awareness of, the voice of people living with disability and their families
 - Delivery of activities that build professional and personal development in sector stakeholders, and within a progressive disability policy context.
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3. Main Deliverables (Outputs)

[A summary of what the role will quantitatively produce]

Contribute to the practices of the JFA Purple Orange through the:

- completion of high quality policy submissions and publications in relation to target issues
 - coordination of project deliverables and outcomes
 - development and maintenance of information and consultation mechanisms that ensure that our policy development and project analysis is well-informed
 - evaluation reports of projects undertaken in relation to project outcomes and objectives
 - coordination of events which make a positive contribution to stakeholder capacity in support of a good life
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4. Main work activities (Processes)

- implementation of project deliverables
- review Australian and international good and better practice
- development of consultation and evaluation frameworks
- undertake consultation and data recording processes
- analysis of data and preparation of reports
- analyse policy issues and identify opportunities and gaps
- prepare submissions reports and presentation on key findings
- contribute to publications, newsletters and sector alerts
- other activities as directed

¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

5. Reporting/Working Relationships

This role reports to (role sponsor): CEO or delegate

This role provides formal support and guidance to the following other roles:

- students, trainees, interns, volunteers etc who may from time-to-time be involved with JFA Purple Orange in matters of policy development, and related activities.

This role is responsible for maintaining good networks with stakeholders including:

- People living with disability, and other people in their lives such as family, friends and other supporters, and including advocacy groups and peer networks
 - JFA Purple Orange team members
 - Board members undertaking Board-mandated work in relevant areas
 - Community leaders and NGOs relevant to the work
 - Government staff relevant to the work
 - Peak bodies
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6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work-related travel from time to time

The role demands a commitment to:

- Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
 - People living with disability having personal authority in their lives
 - People living with disability being active valued members of mainstream community life
 - Inclusive communities
 - Capacity-building
 - The exercise of ambassadorship
 - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the JFA Purple Orange’s goals as set out in strategy and business plan documents;
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
- Occasionally work outside of normal business hours where this is needed;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change:

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. Deeply-felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion.
2. Proven ability to analyse, develop and communicate complex issues at a high level in both verbal and written form.
3. Proven ability to develop and run project evaluation (or other research and information-gathering) frameworks, undertake analysis and report findings
4. Experience working with representative bodies or delivering community consultations or facilitating workshops in a social justice or comparable setting.
5. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome within a complex policy environment.
6. Ability to work under limited supervision, establish priorities and meet deadlines
7. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued
8. A relevant degree (or similar) and experience working in a project-based environment

Desirable criteria

1. Knowledge of current disability sector reforms initiatives and issues for people living with a disability.
2. Personal insight of what it means to live with disability
3. Well developed networks within the Disability Sector.
4. Knowledge of legislation & policy settings and how they impact people living with disability