



Position Description

POSITION DETAILS

Position Title:	Government Relations and Policy Manager		
Location:	National Head Office		
Reports To:	General Manager Operations		
Direct Reports:	Advocacy and Policy Officer, Editor of ANZCJ		
Employment Status	Full time <input checked="" type="checkbox"/>	Part time <input type="checkbox"/>	Casual <input type="checkbox"/>

1. Purpose of Position (briefly describe overall purpose of role)

1. Monitor advances across the primary, acute and community health sector, including the Australian Government’s Health Reform framework and identify opportunities to increase the profile of continence health and services in Australia.
2. Implement the strategic priorities of the Foundation through responsibility for the leadership of the Foundation’s policy development and influencing priorities.
3. Working with relevant staff identify emerging and potential policy issues and priorities and undertake stakeholder consultations, support stakeholder engagement, scope and develop policy issues papers and provide high level advice to the Chief Executive Officer, staff and the Board on policy development and direction.
4. Represent the policy positions of the Foundation to critical stakeholders including Australian government health agencies.

2. Key responsibilities and performance indicators

Key Responsibilities	Performance Indicators
Government Relations, Policy and Advocacy	<ul style="list-style-type: none"> • Develop and lead the implementation of a proactive government relations, policy and advocacy strategy and engagement plans, including organising meetings and government participation in CFA events. • Foster and maintain a strong network of political and public sector agencies/departments with Federal and State Governments to support policy and advocacy and increase the level of policy support. • Leadership and management of government consultations and organising meetings on policy development aligned to the Foundation’s Strategic Plan. • Lead policy analysis, advocacy, lobbying and campaigning, with the ability to adapt to a rapidly changing healthcare environment positioning the Foundation at the front of the conversations. • Drive knowledge and counsel staff on current Federal, State and non-government continence health policy issues, reform and mitigation of risks.



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	<ul style="list-style-type: none"> Position and open doors for the Foundation to have a ‘seat at the table’ to drive reform and conversations at sector networks, committees, consultative processes and taskforces.
Development of Policy Submissions	<ul style="list-style-type: none"> Develop with the Government Relations and Policy Team submissions, papers, statements and position documents and policy briefs on topics relevant to continence health for State and Federal Government inquiries. Provide policy and government advice to the Foundation to develop innovative strategies, submissions and plans to influence government and advocacy stakeholders. Produce formal responses to consultation documents and monitor the outcomes and impact.
Communication	<ul style="list-style-type: none"> Develop and utilise impactful messaging and advocacy narrative to position the Foundation as the leading voice in relevant healthcare policy debates. Contribute to the development of media releases, public statements, speaking points and social media posts. Keep government advisors and MPs lists updated in the CRM, ensuring engagement is accurately documented. Assist with the delivery of public affairs support and media coverage for submissions, advocacy campaigns and CFA events. Build on CFA’s reputation as the leading and trusted source of advice to government and policy makers by coordinating and disseminating research and analysis of policy issues.
Stakeholder Engagement	<ul style="list-style-type: none"> Use innovation and strategy to build targeted relationships to produce reform outcomes. Build strong and effective relationships with Members of Parliament, Community Leaders, Government Officials and NGOs to influence policy on key issues. Work with the Business Development Team to identify and develop new strategic partnership opportunities that align with strategic priorities to enhance the reach, impact and financial sustainability of the Foundation.
Management	<ul style="list-style-type: none"> Lead the Government Relations and Policy team. Manage and mentor the Policy and Advocacy Officer and Editor of the Australian and New Zealand Continenace Journal. Ensuring the development and production of four editions of the Australian and New Zealand Continenace Journal per year. Secretariat of the Policy Advisory Committee and supporting the Australian and New Zealand Continenace Journal Committee meetings.



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KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

Education/Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in political science, public policy, law, government relations, or related field. • At least ten years of experience, including experience working with government policy development and public administration. • Experience with current political, socio-economic and health trends. • Experience preparing and presenting policy and project proposals to and/or negotiating with federal, state and local government representatives. • Proven communication and presentation skills. • Exceptional stakeholder management, communications and influencing skills. Ability to operate in politically sensitive environments.
Computer/Software	Office 365, Salesforce

WORKPLACE HEALTH AND SAFETY

The Employee is responsible and accountable for:
<ul style="list-style-type: none"> • Compliance with workplace health and safety policies and procedures for risk identification, risk assessment and risk control. Refer WHSP01 Work Health & Safety; WHSP07 Smoking, Drugs and Alcohol. • Active participation in activities associated with the management of workplace health and safety. • Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace. Refer WHSP05 Incident and Accident Reporting Management.

QUALITY MANAGEMENT

The Employee is responsible and accountable for:
<ul style="list-style-type: none"> • Familiarity and compliance with all Company Policies. • Active participation in training activities associated with Company Policies. • Supporting the Continenace Foundation’s commitment to quality improvement and contributing to the achievement of contractual deliverables.

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.



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EMPLOYEE DECLARATION

I

(Applicant's Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Applicant's signature

Date