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| **Position: Policy & Submissions Officer**  **(P&SO)**  **Term:**  **Fixed Term 1 Year – (Dates TBC)**  **Name: (VACANT)**  **Start Date: April 2021** **(TBC)**  **Location:** Designated workplace -Melbourne Office  Allowed to work from a remote home office  **Reports to: National Manager – Policy, Sustainability,**  **Initiatives & Projects**    **Subordinate**  None applicable  **Positions:**  **Hours of work:** 22.5 hours per week, 45 p/fortnight  Worked over Tuesday to Thursday  **Date P.D.**  **approved: 11th March 2021** | AFDO Logo |
| POSITION SUMMARY This position reports to the National Manager – Policy, Sustainability, Initiatives & Projects  (NM-PSIP), and assists in increasing AFDO's profile and connection with aligned organisations, governments, the private sector, funders, the philanthropic sector through the development of AFDO Policy Statements, submissions to hearings, inquiries, etc. member engagement and contributions/co-authoring and approval of positions, promotion of AFDO Policy Statements.  The main function of this role is to work with the NM-PSIP and develop AFDO Policy Positions with our members, promote these and undertake submissions on key issues as they arise.  Responsible for:   1. Assisting with the development, administration, reporting and promotion of AFDO Policy Statements based on member and sector identified issues 2. Assisting in the development and maintaining the currency of AFDO Policy Statements in light of governments or community positions and views 3. Assisting in the development and lodgement of submissions as called for by governments or other organisations/forums in line with views of AFDO members and AFDO Policy Statements 4. Assisting in engaging the members in the development of policy, submissions, papers, reports, etc   Major areas of focus being:   * Assisting NM-PSIP in ensuring the development and maintenance of AFDO policy and submissions and their administration, maintenance, reporting and promotion * Assisting in engaging the members in the policy and submission process | |
| **Responsibilities:**   1. **Policy & Submissions**  * Assist NM-PSIP in the implementation, monitoring, administration and ongoing development of AFDO Policy Statements and submissions; * Draft and prepare submissions, reports, presentations, letters, applications and other documents as required for this area; * Organise and participate in regular policy or submission meetings by NM-PSIP; * Maintain an up to date online centralised electronic filing system and database; * Manage the schedule of all policy or submission meetings; * Organise meeting logistics as required; * Organise policy events online or at venue(s) including; Development of invitations, recording of participants, sourcing & booking accessible venues, organising online platform, organising supports and accessibility needs for attendees, organising catering for general and dietary requirements, issuing documents or presentations in accessible formats, etc. sending and collating feedback from attendees post-event. * Work with NM-PSIP to prepare and distribute high-quality meeting agendas, papers or reports on time; * Minute all meetings and manage action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach; * Monitor and coordinate Policy Statements and submissions with draft reports provided to the NM-PSIP for review and then finalisation; * Ensure that submissions are lodged on time with any government or other body  1. **General**  * Other tasks as directed by management in keeping within the scope of this role | |
| **Responsibilities and Key Decision Making in this Role:**   * Diary/calendar management and prioritising workload; * Checking incoming or outgoing invoices for authorisation by the NM-PSIP; * Calling for agenda items and collecting reports for upcoming internal meetings; * Managing the policy database; * Assist with policy events organisation and administration * Assist in the drafting AFDO Policy Statements and submissions, etc. | |
| **Key Attributes**   * This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement * Two years’ experience in a similar role within or outside of the sector * Demonstrated administrative and project management skills * High-level written and verbal communication skills * Good interpersonal skills * Ability to manage tasks, set priorities, organise work and achieve objectives within timelines * Ability to work both independently and collaboratively within a team * Office admin knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet). * Relevant qualifications would be an advantage   **EMPLOYEES UNDERSTANDING & ACCEPTANCE:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Authorised by | Ross Joyce |  | Chief Executive Officer | | |  |  |  |  | | | Accepted by | **Do not sign**  **Only required by the successful applicant** |  |  | | |  |  |  | signature | | | Date |  | | |   **N.B.: Your signature on this position description signifies an understanding and acceptance that the content contained forms an integral part of your employment terms and conditions.** | |