

# POLICY AND ADVOCACY MANAGER

## Position Description



### JOB OVERVIEW

<b>TITLE</b>	<b>Policy and Advocacy Manager</b>
REPORTS TO	CEO or delegate
LOCATION	60 Leicester St, Carlton (some work from home possible)
SALARY	EV5.1 \$44.53/hour (approx. \$87,991/annum) plus superannuation and generous leave conditions
FTE	Full-time (part-time or job-share proposals will be considered)
TERM	Permanent

### WHO WE ARE

Environment Victoria is one of Australia's leading not-for-profit environment groups, with a history of running strategic, people-powered campaigns that win action on climate change and improved environmental protections. Our campaigning is solutions-based, founded on research and aims to build enduring community power.

Our power comes from:

- Building and connecting organised people power with decision makers
- Maintaining a reputation as a trusted voice for environmental solutions
- Being an ally, leader and network builder

Our team of around 24 staff and several hundred volunteers is nimble, creative and fun.

### WHO YOU ARE

You are an effective advocate and networker. You are passionate about growing civic engagement in our community and building leveraging in our democratic institutions to deliver solutions to the climate and biodiversity crises.

You understand how public policy is made and how to leverage information and relationships to shape it. You are adept at spotting political barriers and opportunities and finding ways to progress a policy agenda through them.

You love relating to people, meeting them where they are, finding common ground and building mutually beneficial partnerships – even with people who have different motivations, worldviews and institutional constraints to you. Conservatives and progressives feel they can trust you and work with you.

You think critically and strategically about political power and this informs how you build networks and leverage your relationships.

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You appreciate the potential power of organised citizens and want to be part of a team that empowers grassroots leaders to effect change.

#### **THE ROLE**

The Policy and Advocacy Manager is responsible for systematically building and maintaining relationships across the political system in Victoria, in order to grow the influence of Environment Victoria and facilitate achievement of our campaign goals. This includes MPs and their staff, party members and office-holders, public servants, experts, lobbyists, activists, political journalists and pollsters.

This is a new position within a recently revised structure for managing EV's campaigns that aims to better integrate the tasks of community organising, narrative shifting and influencing policy-makers. Reporting to the CEO and managing a small team, the Policy and Advocacy Manager will work closely with our cross-organisational campaign teams to ensure staff and grassroots leaders deliver effective advocacy to policy-makers and influencers.

#### **ACTIVITIES**

- Identify, develop and maintain relationships with target policymakers and influential third parties in Victorian state and federal politics.
- Maintain a powermap of the Victorian political system and use it to support strategy formation in EV campaigns
- Identify and create campaign opportunities through government and parliamentary processes including submission processes, inquiries, parliamentary committees and parliamentary questions
- Work with other teams to develop tools and tactics that enable Environment Victoria supporters to strategically engage in the policymaking process, progress campaign strategy and secure policy reform
- Support and coach EV staff and volunteers to build relationships with and make effective asks of policymakers
- Represent EV to policymakers and influential third parties
- Organise meetings and events that build EV's reputation and support for our agenda within the Victorian political system
- Prepare or assist in the preparation of policy analysis and communications materials (including briefing documents, reports and presentations) to support EV's advocacy to policymakers
- Manage the Policy and Advocacy team including recruiting and developing a team of staff, volunteers and consultancies as required
- Manage the Policy and Advocacy budget

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- Participate in campaign tactics as required
- Contribute to organisational strategy, planning and reporting as required
- Contribute to maintaining EV's compliance and risk management systems as delegated from time-to-time

#### **Performance measures**

- Achievement of advocacy objectives and key results as expressed in the Annual Plan and other key organisational documents
- Positive feedback on team participation through both formal and informal appraisal

#### **SELECTION CRITERIA**

##### *Essential*

- Understanding of the Westminster system and how it operates in Victoria
- Experience in public policy, whether as a officer-holder, policy adviser, independent analyst/researcher or advocate
- Proven track record building mutually beneficial relationships and coalitions with people from a diversity of backgrounds, interests and worldviews
- Demonstrated excellence in person-to-person communications in sensitive and high pressure environments
- Proven ability to analyse, synthesise and present written information in a compelling form for a range of purposes including strategic plans, opinion pieces, funding proposals and policy briefs
- Experience building and leading effective teams, including sound project and budget management skills
- Passion for solving the climate crisis and fighting for environmental justice

##### *Desirable*

- Demonstrated ability to deliver persuasive, audience-targeted strategic public communications including media and supporter communications
- Experience working in grassroots political and/or social movement campaigns
- Knowledge of environmental and climate policy, particularly as it relates to Victoria. *Note: applicants who do not satisfy this criterion are encouraged to apply but will be expected to demonstrate experience in rapidly getting up to speed on a new issue / policy area.*

#### **TERMS AND CONDITIONS**

The position is a full-time, permanent position.

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This position is classified as EV5.1 with a commencing pay point of \$44.53/hour and annual progression as defined in the Environment Victoria Enterprise Agreement. The Agreement also provides for employees to commence at a higher pay point in limited circumstances where they can demonstrate they have recently been performing equivalent work.

- Environment Victoria is strictly non-partisan and an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies
- After hours and weekend work will/may be required. This will be agreed in advance and TOIL or flexi time utilised as appropriate.

The Environment Victoria Enterprise Agreement provides exceptional entitlements including more than 5 weeks of annual leave, generous parental leave conditions and sector leading measures to tackle the gender super gap.

Please note that at time of publication the 2021 Enterprise Agreement has been agreed “in principle” but is still subject to final adoption, which is expected to occur no later than December 2021. All wages and conditions outlined in this Position Description are those contained in the new agreement and are subject to it being formally adopted.

### **REPORTING**

The successful applicant will report to the CEO.

### **HOW TO APPLY**

To apply for this position please submit the following:

- A short cover letter explaining your interest in the role
- A current CV, including names and contact details of two referees
- Responses to each of the selection criteria (max 4 pages)

Please email your application, along with a CV and cover letter to [admin@environmentvictoria.org.au](mailto:admin@environmentvictoria.org.au)

Applications close Monday 6 December at 9am.

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We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability and members of the LGBTIQ+ community.

For more information about Environment Victoria, visit our website:  
[www.environmentvictoria.org.au](http://www.environmentvictoria.org.au).

For more information about the position, contact CEO Jono La Nauze on  
[j.lanauze@environmentvictoria.org.au](mailto:j.lanauze@environmentvictoria.org.au)