

Senior Policy Advisor, women with disabilities

Position Summary

Position title:	Senior Policy Advisor, women with disabilities
Team:	Policy and Evaluation
Location:	Melbourne CBD
Position type/FTE:	0.6 FTE
Tenure:	Fixed term 6 months
Probation period:	6 months
Salary classification:	Our Watch Band 5, Level 1 (commencing at \$89,303 plus superannuation)
Reports to:	Manager, Policy
Date approved:	March 2019

Organisation Context

Our Watch is a national, not for profit organisation established in 2013. Our mandate is to drive nation-wide change in the culture, behaviours, structures and power imbalances driving violence against women and their children. We are based in Melbourne.

Our Watch's **vision** is an Australia where women and their children live free from all forms of violence. Our **mandate** is to stop violence before it happens, and our **purpose** is to provide national leadership to prevent all forms of violence against women and their children. Our **work** will always be based on sound research and strong and diverse partnerships.

Our Watch recognises and values **diversity** amongst its staff and strongly encourages suitably qualified people from all backgrounds to apply, especially people who have a strong understanding of intersectionality, either by working with diverse population groups or through lived experience. In recognition of the focus of this role, people with disabilities are particularly encouraged to apply. Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Position Overview

Reporting to the Manager, Policy, the Senior Policy Advisor, women with disabilities will be responsible for leading a collaborative project with Women with Disabilities Victoria (WDV) to inform improved approaches to the prevention of violence against women with disabilities. The position will work in close collaboration with the WDV Senior Policy Officer (who is working on this project at 0.2 FTE) in accordance with an established MOU relating to this project.

Responsibilities and Accountabilities

In the period of this contract, the position will undertake Phase 2 of an existing project on the prevention of violence against women with disabilities, building on the foundational work and initial literature review undertaken in Phase 1.

Working in collaboration with the WDV Senior Policy Officer, key responsibilities include:

1. Review and analyse the literature and evidence on violence against women with disabilities, and strategies and principles for its prevention (refining and finalizing the literature review drafted in Phase 1)
2. Appoint and manage a project Advisory Group, to provide advice and guidance to the project from those with specific expertise on violence against women with disabilities. Establish a TOR for the group and ensure regular and effective communication with and engagement of members throughout the project
3. Work with the Advisory Group to develop:
 - a conceptual model that identifies and articulates the drivers of violence against women with disabilities; and
 - draft principles for practice in the prevention of violence against women with disabilities
 - brief case studies/examples of good practice prevention initiatives and/or efforts that have been specifically designed for the prevention of violence against women with disabilities, health promotion or wellbeing initiatives, and/or efforts to address ableism;
4. Develop detailed scoping and costing of Phase 3 (stakeholder consultation on the draft model and principles) and begin investigating possible funding sources. Note: undertaking Phase 3 is not within the responsibilities of this position)
5. Manage the project plan, timeline and deliverables, and provide updates and advice to the Manager, Policy and Director, Policy and Evaluation.
6. Communicate effectively across the organization, to ensure all work is aligned to shared organisational goals, and to promote internal integration of the project findings

In addition to these project tasks, the position will:

7. Contribute evidence-based advice, analysis and guidance on the prevention of violence against women with disabilities, across the organization, to help inform and shape the work of other Our Watch teams
8. Provide expert advice and support to Our Watch staff who are designing a process for the development of an Our Watch disability action plan
9. Identify and foster productive relationships with relevant stakeholders, represent Our Watch at relevant meetings and events, and undertake other duties as required.

Direct reports

The role has no direct reports. The role is expected to provide effective direction to any consultants and suppliers that may be engaged from time to time.

You will be required to work in close collaboration with the WDV Senior Policy Officer assigned to this project throughout the tenure of the position.

Organisational relationships

Internal:
Policy and Evaluation team

Media and Communications team
Practice Leadership team

Corporate Services team
CEO and Senior Executive Team

External:
Women with Disabilities Victoria

Project funders
Our Watch member representatives
Relevant government departments
Project partners and sector stakeholders
External consultants and suppliers

Skills and qualifications (selection criteria)

Qualifications and experience	<ul style="list-style-type: none"> • Tertiary qualifications in gender studies, public policy, social work, social or political science, or other area of relevance. • Experience working in the field of violence against women and/or gender equality, and/women with disabilities
Policy and research skills and expertise	<ul style="list-style-type: none"> • Understanding of current issues relating to the prevention of violence against women with disabilities • Demonstrated skills in critical thinking, research, analysis and the provision of policy advice
Project management	<ul style="list-style-type: none"> • Project planning and management skills
Stakeholder engagement and relationship development	<ul style="list-style-type: none"> • Well-developed stakeholder relationship skills, with the demonstrated ability to work, collaborate and consult with a diverse range of stakeholders, including people with disabilities. • Demonstrated skills, knowledge and behavior to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these
Written and verbal communication	<ul style="list-style-type: none"> • Strong written communication skills, and demonstrated experience distilling complex ideas into concrete and accessible formats for varied audiences • Excellent verbal communication skills and proven ability to present and speak publicly to diverse stakeholders and audiences
Commitment	<ul style="list-style-type: none"> • Commitment to Our Watch’s vision, purpose and mandate • Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting Our Watch’s ideals of gender and cultural diversity at all times • Commitment to working collaboratively and respectfully in a high performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision