



## Position Description

<b>Position Title</b>	<b>Policy and Campaigns Manager</b>
<b>Position Status</b>	Full-time to part-time (minimum 0.8FTE) / Ongoing
<b>Salary</b>	\$104,000 - \$124,800 (depending on experience) per annum (PRO RATA) + salary packaging + superannuation
<b>MEA Classification</b>	Level 5 Victorian CLC Multi-Enterprise Agreement 2024-2027
<b>Position Reports to</b>	Director of Policy, Advocacy and Communications
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	October 2024

### About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialised and state-wide organisation that has been providing legal services and support to women since 1982. We exist to help build a gender-equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through an intersectional feminist lens that we deliver high-quality services to our clients and support each other as colleagues.

Women's Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages and recognise the many roles played by women in their families and communities. We are committed to supporting women's participation in employment through building skills and knowledge and valuing the diverse expertise brought into our organisation.

Staff are offered:

- An incredibly supportive work environment, working alongside highly talented professionals enabled by an experienced management team.
- A strong commitment to your professional development, personal development, and health and well-being.

- A genuinely flexible working environment that supports women’s participation in employment.
- five weeks of annual leave!
- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

## **Our Culture**

We’re continually building on our culture of inclusivity, collaboration, and safety so our teams and people thrive. We’re guided by our intersectional feminist framework and value diversity, build empathy, foster belonging, and strive for equity.

## **About our Policy, Advocacy and Communications Directorate**

The Policy, Advocacy and Communications (PAC) directorate drives systems reform to improve outcomes for women and their children. We do this by gathering data and casework insights from our services, undertaking research, and consulting across sectors and government. While our Policy and Campaign Managers lead research to inform law reform, policy and service design solutions that are progressed through strategic advocacy campaigns, our communications specialists ensure that our advocacy strategies are transformed into messages that are delivered in the right format across the right channels, to the right audience and at the right time.

## **Position Objectives**

The Policy and Campaigns Manager collaborates within the Policy, Advocacy & Communications directorate to harness Women’s Legal’s evidence and expertise, monitor and develop legal policy, and lead advocacy strategies.

The Policy and Campaigns Manager provides timely and critical legal analysis of laws and policies related to Women’s Legal practice areas such as family violence, child protection, family law, migration, and sexual violence. With a strong focus on engagement and collaboration, this role will work with external stakeholders in Victoria and nationally to drive systems change and improve outcomes for women, their children, and the community.

## **Key Responsibilities**

### **1. Policy and advocacy campaigns**

- Produce high-quality legal policy and advocacy materials, including but not limited to policy briefs and submissions, budget submissions, campaign messaging, articles and other materials, as needed, that target key decision-makers and audiences;
- Monitor and identify systemic issues in law and policy through research and collaboration;

- Develop and implement advocacy campaign strategies to respond to systemic law and policy reform issues, applying an understanding of the points of leverage and engagement;
- Develop and strengthen Women's Legal networks, building coalitions to advance policy objectives and engaging the support of policymakers and other key stakeholders;
- Contribute to and implement campaigns that involve effective engagement and advocacy to achieve change;
- Monitor and analyse relevant legislation, policies and media, and provide high-quality advice on critical developments in State and Federal law and social policy; and
- Represent Women's Legal in various forums, including consultative and advisory committees in Victoria and nationally.

## **2. Cross-organisational Duties**

- Participate effectively in organisational strategic planning and projects to advance Women's Legal;
- Coordinate and contribute to research and evidence-building, translating this into good practice across policy, service delivery and training;
- Proactively identify strategic opportunities, challenges and risks to Women's Legal and make recommendations;
- Contribute to monitoring, evaluation and learning activities, including data tracking and analysis;
- Collaborate with the Legal Directorate to ensure that Women's Legal casework insights, data, and clients' lived experiences inform policy and law reform innovations; and
- Collaborate with the Education and Engagement Directorate to ensure Women's Legal policy incorporates the latest research and evidence in Women's Legal training and education.

## **3. General**

- Contribute to Women's Legal Reconciliation Action Plan activities;
- Contribute to Women's Legal intersectional feminist framework implementation plan;
- Contribute to a healthy, productive workplace culture where practices, decision-making, and behaviour reflect Women's Legal's intersectional feminist framework and values; and
- Perform other duties as directed and necessary for the requirements of this role.

## **Position Requirements**

### **1. Skills, Knowledge, and Behaviour**

The following skills are required to be demonstrated:

- Knowledge and understanding of legal assistance or family violence-related services and equity issues affecting women and the justice system;
- Highly innovative with the ability to think laterally, identify and analyse problems, and develop appropriate solutions and recommendations using analytical and conceptual skills;
- Excellent written and verbal communication skills, including the capability to describe complex issues in plain language and effectively network with various stakeholders across the sector, government and policymakers;
- Highly developed ability to produce submissions and other documents that are compelling, evidence-driven and credible;
- Excellent interpersonal and conflict resolution skills, capable of working collaboratively with a wide range of stakeholders and building consensus;
- Exceptional legal research skills, including the ability to understand relevant legislation;
- Highly organised, with experience in project managing programs or initiatives that have achieved their objectives;
- A nuanced understanding of government, political dynamics and the law reform process;
- An ability to be adaptive and responsive to a changing environment, taking initiative while being solutions focused; and
- Experience applying intersectional feminism with a sophisticated understanding of gender and structural power.

## 2. Qualifications and Experience

The following qualifications and experience are required for the position:

- A tertiary degree in a relevant discipline and at least five years of experience in policy and advocacy campaigns.

Other *desirable* qualifications and experience include:

- Qualified Lawyer holding, or eligible to hold, a Victorian practising certificate.
- Demonstrated experience in or knowledge of family law, family violence, sexual violence, child protection or migration.
- Proven ability to develop advocacy strategies that have achieved demonstratable outcomes.
- Experience in government engagement, advocacy campaigning, or political relations.
- An established network of sector, community and political relationships.

We recognise that our work is improved by the unique knowledge, skills and expertise of individuals with diverse identities and experiences, including women with lived experience of family violence, who are Aboriginal and Torres Strait Islander people, live with a disability or are from migrant, refugee or culturally and racially marginalised backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the Equal Opportunity Act to employ women only.

## Shared Organisational Responsibilities

Women's Legal has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>Everyone who works at Women's Legal plays a vital role in upholding our ethics outlined in the Code of Conduct and living our values.</p> <p>Together, we are:</p> <p><i>Authentic:</i> We are reliable, trustworthy and transparent about how we work. We reflect on our work and take responsibility for our actions.</p> <p><i>Collaborative:</i> We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.</p> <p><i>Courageous:</i> We are brave, resilient, and face challenges with integrity. We unapologetically advocate for our goals and support one another in taking considered risks to increase our impact.</p> <p><i>Inclusive:</i> We believe respect, equality, and opportunity must be afforded equitably to everyone. We understand this will require critical reflection on where power lies, how it functions and taking an active effort to disrupt it.</p> <p><i>Purposeful:</i> Our services respond to the community, laws and people we work with. We value curiosity and relish opportunities to improve our work.</p>
<p><b>Safe Workplace Actions</b></p>	<p>All staff are responsible for consistently modelling and promoting safe workplace actions per our Occupational Health and Safety policies and procedures.</p>
<p><b>COVID-19 Vaccination</b></p>	<p>Women's Legal encourages staff to follow the Australian Government's advice about reducing the spread of COVID-</p>

	<p>19. Some locations where our staff work, such as health services or courts, may have vaccination requirements for workers. It is the responsibility of Women's Legal staff to ensure that they can meet these requirements to undertake their work duties.</p>
<b>National Criminal History Check</b>	<p>It is a condition of employment for all staff to produce a current National Criminal History Check.</p>