



Position Description	
Position Title	Policy Manager
Updated	February 2010
Employee Collective Agreement	Salary range negotiable dependent on experience. Carers ACT offers an attractive salary packaging option with flexible work conditions.
Unit & Location	Primarily Belconnen Office and other operational outlets as required. Note CACT will be relocating to Holt in June 2010.
Capability Map Level	Manager Personnel
Position Funding/Contract	This position is funded proportionately from all program areas with two days per week funded by the Mental Health Carers Representation Program.
Budget Responsibility	Mental Health Carers Representative Program and other one off research project funding.
Reporting & Working Relationships	<ul style="list-style-type: none"> • Reports to CEO • Work closely with family Carers as core component of policy development as well as key sector peaks (ACTCOSS, NDS, MH Coalition, COTA). • Work with all program managers for evidence of issues or concerns of Carers, service gaps etc – to inform policy advice to ACT Government or inform the Carers Australia’s National Policy Working Group • Work with Communications and Development Manager to optimize communication of policy work and outcomes. • The position is supported by a part time researcher and administrative coordinator. • The Mental Health Carer Representation Coordinator reports to this position. • Work with any contractors or consultants who may be engaged on policy or research project basis.
Position Overview	Carers ACT leads change and action for Carers ensuring ‘Caring is a shared community responsibility’ of family, community, business and government. The primary purpose of the Policy Manager is to develop and deliver high quality, timely and relevant, research, policy, advocacy and promotion of Carers ACT’s strategic directions aligned with this vision.
Position Objectives	<p>This position is responsible for initiating and developing policy advice and positions that reflect Carers’ needs and to meet CACT’s strategic objective <i>to lead change to achieve improved caring and support choices in partnership with Carers.</i></p> <ol style="list-style-type: none"> 1. Provide high level quality policy leadership, analysis and advice based on evidence and current research on issues affecting family Carers. 2. Manages complex research and analysis in relation to the development, coordination, implementation and review of Government policies in line with CACT’s strategic directions. 3. Engage with a diverse range of Carers to set policy change priorities and provide input to policy responses and submissions. 4. Manage CACT’s representation work and outcomes on committees and task forces 5. Manage relationships with ACT Peak Bodies – and where

	<p>appropriate, national peaks, key ACT government agency policy staff and the National Policy Working Group (Carers Australia).</p> <p>6. Provide supervision and direction to MH Carers Representation program, research and coordination staff and any other future program that may be relevant to the policy team.</p> <p>7. Provide support and advice in the area of new business, including grants, submissions and partnerships.</p>
Qualifications and Experience	<ul style="list-style-type: none"> • Relevant tertiary qualifications • Exceptional skills and proven track record in complex policy development • High level analytical and problem solving skills • High level written and oral communication skills • Highly competent in developing and maintaining external and internal relationships. • Advanced qualitative and quantitative research and report writing skills
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the operation and culture of not-for-profit community organizations. • Belief in social justice. • Empathy and understanding of carers. • Empathy and ability to work effectively with diverse communities. • Leadership skills and qualities • Commitment to maintaining a safe and healthy site environment for staff, clients and visitors. • Cooperative work practices and contribution to a positive culture. • Good interpersonal and communication skills and the ability to liaise at all levels. • Computer literacy to modern office standards including MS Office 2007. • A sound understanding of systems and procedures. • High level confidence and presentation skills. • Ability to work “outside the square” and to undertake tasks simultaneously. • Willingness to take direction, honesty and reliability. • Initiative and sense of humour. • A second language would be advantageous. • A commitment to quality and continuous improvement.
Note:	The functions of this role may change to meet future business needs or changes in current contracts.
Creation Date	February 2010

<i>Position Responsibilities</i>	<i>Objectives</i>	<i>Performance Measures</i>
1. Provide quality policy analysis and develop evidence/research based policy responses on issues affecting Carers	Formulate and provide expert policy and strategic advice to government departments, ACT Legislative Assembly Committees and other stakeholders – through submissions, position papers and attendance at ACT Legislative Assembly Committee Inquiries and lobbying activities.	That all submissions, position papers, briefings and responses to government requests for advice, are solutions focused, of a high standard, evidence based on current research and preferably with input from Carers and other constituents.

	Monitor and review government policy, program development and ACT Legislative Assembly Committee inquiries and reviews relevant to family Carers.	That key policy input opportunities are identified and that CACT is actively engaged or provides input to key initiatives.
	Identify and assess emerging social issues requiring a strategic policy response and propose appropriate means to address those issues with regard to Carers ACT's strategic directions and policy position.	That emerging issues are identified with recommendations to the CEO in how to best address issues that impact on Carers.
	Initiate, develop and advise on new innovative social policy strategies and documents and assess their relevance to Carers ACT.	That emerging social issues and impact is evidenced in submissions, papers and other advice to government and other stakeholders.
	Carers ACT's policy work is respected, represents the views of Carers and effectively communicated to members and key stakeholders.	That CACT's policy work is visible and accessible, including CACT's website. That CACT's policy work is known and respected in the Carer, political, government and community service provider communities.
2. Manages complex research and analysis in relation to the development, coordination, implementation and review of Government policies in line with CACT's strategic directions.	Initiate and conduct research on care related issues in line with Carers ACT's strategic direction.	That research is of a quality standard and reflects input from Carers and stakeholders and provides solutions.
	Initiate and develop research partnerships to further the objectives of CACT's strategic direction.	That partners are aligned to CACT's values and that partnership agreements are fulfilled.
	Proactively advise management and staff on new carer related research or new strategic documentation.	That the organisation is aware and uses new carer research in its communications.
3. Engage with a diverse range of Carers to set policy change priorities and provide input to policy responses and submissions.	With support from Administration Coordinator, develop and maintain database of a diverse range of Carers who agree/wish to be engaged in developing positive policy change for Carers.	That database is increased and more Carers are actively engaged in developing CACT's policy submissions and responses.

	Actively engage with Carers to ensure optimal consultation that supports evidence based solutions/recommendations.	Carers' views and situational experiences are effectively reflected in policy responses and submissions and that their situational experiences highlight the particularly policy problem.
4. Manage CACT's representation work and outcomes on committees and task forces	Provide direction and supervision to MH Carer Representation Program (MHCRP) to ensure timely engagement with Carers	That MH Carers are actively engaged in the MHRP and that the general consensus
5. Manage relationships with ACT and national peaks, key policy staff from Federal and ACT governments.	Collaborate with national and ACT peaks to support policy position of CACT and the National Network of Carers Associations.	That other peaks actively refer and incorporate Cares in their policy and budget submissions.
	Build and maintain relationships with key policy personnel in FaHCSIA, DoHA, DHCS, Mental Health ACT and ACT Health.	That key policy personnel are fully briefed on current issues of concern to Carers and that CACT is actively consulted in key policy development.
	Participate and contribute to national policy work through the National Network of Carers Associations – National Policy Working Group.	That contribution to the development of agreed national policy is evident.
6. Provide supervision and direction to MH Carers Representation program, research and coordination staff.	Lead, manage and motivate staff of the MH Carer Representative Program and research staff ensuring they are supported in their duties and responsibilities.	That the program is functioning effectively, meets contractual requirements and key stakeholders are satisfied.
	Oversee and provide direction on complex policy issues and responses.	Submissions made to ACT Health Committees and other government policy areas, are of a sound quality, reflecting Carers views and providing sound policy advice and solutions.
7. Provide support and advice in the area of new business, including grants, submissions and new partnerships.	Provide advice and guidance to colleagues in preparation of responses in reports, funding applications and grant initiatives for Carers ACT.	That CACT funding/grant applications are strategically aligned to overarching government policy and strategic documents Reports to funding bodies incorporate key activities and achievements of policy team.

KEY SELECTION CRITERIA

1. An understanding of the issues of concern to Carers, an appreciation of their needs and a commitment to the philosophy and values of Carers ACT.
2. Demonstrated ability to manage complex research and analysis in relation to the development, coordination, implementation and review of Government policies.
3. Exceptional written and verbal communications skills including the ability to prepare complex and comprehensive research reports.
4. Demonstrated ability to engage with a diverse range of stakeholders including caring families, national peaks and key policy staff from both Federal and ACT Governments.
5. Excellent teamwork skills along with the ability provide supervision, direction and support to program, research and coordination staff.
6. Current Australian driver's license.

Signed: _____

Name: _____

Date: _____