

Position Description

Manager Advocacy/Campaigns

FTE: Fixed-term, Part-time role, 0.6 FTE

Salary range: based on experience with additional 17% super

Location: Parkville, VIC

Created: 20 July 2020

Reports to: CEO

Level of supervision: High level independence with department management and significant organisation-wide responsibilities.

Position purpose

The role will work with the representation team and implement and execute the strategic advocacy and campaign work of GSA. The role will:

- Undertake advocacy and strategic at UoM and sectoral level to address issues and concerns of higher education access and equity.
- Develop and implement action research projects and campaign work to progress strategic advocacy and policy work.
- Undertake strategic stakeholder engagement work in relevant sectors to address graduates' concerns related to employability, academic excellence, financial hardship, emotional health and well being.
- Provide strategic advice and support to the GSA Council members and CEO to undertake advocacy work.

Ultimately, you will help us improve our organisation's reputation and drive growth.

Main tasks

Management responsibilities

- Work with CEO and other managers to develop organisational goals and strategy recommendations for Council
- Report to CEO and Council on Representation Team activities and alignment with GSA's strategic direction
- Undertake regular planning to ensure the Senior Policy Coordinator and the Senior Campaign Coordinators work align with the operational plan.
- Prepare advocacy work undertaken by graduate student representation annually
- Supervise the two positions reporting to this role.

Policy development and campaign work – internal and external

Oversee and support the Senior Policy Coordinator and Senior Campaign Coordinator to:

- Research, prepare briefs and advise Council on GSA/UoM policy and representation strategy
- Prepare final submission for policy, lobbying and campaign work for approval of the CEO
- Develop strategy and vision for campaigns and lobbying
- Establish and maintain relationships with University staff, peak bodies, professional groups and other relevant groups and individuals to further the goals of GSA and its campaigns
- Oversee all tactical elements of campaigns and ensure alignment with strategic plan
- Ensure the campaign work undertaken by the graduate representatives, council members and other relevant stakeholders are strategically supported

Key Selection Criteria

Essential Criteria

- A degree and subsequent relevant experience of at least 4 years in public policy, social policy, sociology or related field
- Senior Leadership skills in similar organisation and experience in public policy work
- Experience managing staff and overseeing campaign and policy work
- Ability to create high-level operational plans and project plans that drive the success of the organisation's Strategic Plan
- Highly developed project management skills, exceptional written and verbal communication skills
- Experience managing and responding to submissions at all government levels

Desirable criteria

- A high level of familiarity with the tertiary education sector
- Understanding of broader student political landscape and student issues, such as mental health, diversity and inclusion, research, sustainability, academic integrity and career transitions

Judgement and problem solving

This position is a senior management role with a genuine balance of strategic development, leadership and hands on student engagement and marketing functions.

All decisions with a long term financial or significant impact will (as per the GSA Delegation & Authorisation Schedule) be submitted and approved by the CEO, such as:

- Annual Budgets
- Organisational Development Strategies

Working Hours

The GSA Enterprise Agreement offers significant flexibility in the distribution of working hours to meet individual needs. This role is expected to be based on-site 6 days per fortnight.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Services Coordinator.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date