Position Description
Senior Policy Coordinator

Reports to: Manager – Policy and Advocacy

Level of supervision: Independent work with minimal supervision

Position type: Full-Time Fixed Term contract (Until December 2022)
Level 4.1

Position purpose
The Senior Policy Coordinator provides policy development, engagement and advocacy for GSA’s representation and campaigning activities. Under the direction of the Manager – Policy and Advocacy this role will provide strategic guidance to GSA’s graduate student representatives.

Main tasks

Key Responsibilities
- Prepare briefs and other policy documents to support and further GSA’s advocacy agenda.
- Prepare and collect data for external submissions to represent the interests of graduate students.
- Complete action research as directed to further GSA’s advocacy agenda.
- Support Manager – Policy & Advocacy to develop and implement strategies for executing GSA policy as set by GSA Board.
- Undertake regular consultation with graduate students to influence policy strategy and submissions.
- Participate in relevant University and external committees, working groups and other bodies to support and progress GSA’s advocacy agenda.
- In consultation with Manager – Policy and Advocacy, develop strategy to build GSA’s community advocacy platform.
- Support GSA graduate student representatives to plan and deliver campaigns.
- Prepare letters, media pieces, submissions, lobbying documents and other relevant documents for GSA campaigns and their spokespeople.
- Supervise Graduate Policy & Advocacy Officer.
- Contribute to team discussions and projects.
- Contribute to organisation-wide projects as required.
- Undertake other tasks as directed.

Key Selection Criteria

Essential Criteria
- Experience in developing policy and strategies for policy implementation including a strong understanding of how to prepare effective and persuasive policy documents
- Experience undertaking campaign and stakeholder consultation work.
- Ability to project manage and analyse data.
- Strong analytical skills and the ability to readily synthesise available research and information in order to provide accurate advice and guidance.
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Last updated 24 August 2021

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- A tertiary qualification in social policy, public policy or a related field.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.

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 Senior Policy Coordinator.

Acknowledgement

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

SIGNED BY

Employee

Date

Manager

Date