

JOB DESCRIPTION

POSITION:	POLICY AND PROJECTS ADVISOR
SALARY:	Shelter WA Enterprise Bargaining Agreement (2012): Level 4 -5 according to qualifications and experience.
EMPLOYMENT:	Employment conditions are in accordance with the Shelter WA Enterprise Bargaining Agreement 2012. The terms of the EBA are not incorporated into the common law contract.
RESPONSIBLE TO:	The position is responsible to and works under general direction of the Head of Policy and Sector Development.

ABOUT SHELTER WA

Shelter WA is the independent peak body for social and affordable housing and ending homelessness in Western Australia. Shelter WA is an Incorporated Association with a constitution and governance executed through an elected Board.

Our vision is that all people living in Western Australia have housing that enables them to thrive. Our strategic priorities are to champion the development of an effective housing system by bringing all parts of the housing system together to drive and deliver positive housing outcomes for all people.

We do this by understanding housing and homelessness issues through research and consultation, building sector capacity through working groups, developing resources, and driving advocacy through evidence-based policy positions. We work in collaboration with our members, the not-for-profit housing and community services sectors, local, State and Commonwealth governments, industry bodies, business, and research institutions to drive legislative, policy and practice change to meet Western Australia's social and affordable housing needs.

IMPORTANT QUALITIES FOR THIS ROLE

This role requires a person who is passionate about housing solutions and homelessness responses and has a proven track record in social policy development through solid research and engagement. This person understands how to analyse policy and use evidence and data to drive solutions and enjoys engaging with stakeholders to understand policy challenges and solutions. This person is enthusiastic and innovative, with the ability to problem solve and the drive to deliver high quality outcomes. Also, this person can plan and organise, with the skills to coordinate projects to deliver successful outcomes. This person will be a great communicator and can write to a very high standard. A team player, this person will contribute to the strength and capacity of Shelter WA's policy expertise and project delivery.

ABOUT THE ROLE

The role will contribute to Shelter WA's policy advice and advocacy by understanding housing, homelessness and engaging with stakeholders to inform policy and to drive change. This role is also responsible for the co-ordination and delivery of key projects in collaboration with our members and key partners.

KEY DUTIES

The key duties and objectives are outlined below.

Policy

- Through research, analysis and engagement with members and stakeholders, identify barriers and solutions to social and affordable housing issues.
- Develop evidence-based policy positions based on data, research, engagement and collaboration.
- Identify opportunities for systemic change to improve social and affordable housing outcomes.
- Develop written or verbal surveys, issue papers or other research tools and gather information through a variety of means, including
 - workshops, forums and events to gather and disseminate information and inspire stakeholders to collaborate for positive change
 - Member alerts and newsletter stories
 - questionnaires and surveys; and
 - analysis of data and review of housing and homelessness literature.
- Draft submissions on affordable housing and homelessness issues.
- Initiate and manage working groups to gather information related to developing policy positions.

Projects

- Demonstrated project management skills including project development, budget management, reporting, time management and task prioritisation skills.
- Management of project reference groups.
- Prepare project reports for acquittal and as required.

Provision of information

- Suggest and draft articles for the fortnightly Shelter WA newsletter, communications, publications, events and media releases.
- Update policy content information for posting on Shelter WA's communication channels.
- Prepare materials for other Shelter WA publications including analysis of data, research reports and policy submissions.

Other duties

- Undertake other duties as required.
- Attend, participate and represent Shelter WA at housing and homelessness forums and events and provide input as required to inform policy and to drive change

- Ongoing relationship development and engagement with housing and homelessness members, government and other key stakeholders
- Keeping abreast of contemporary housing and homelessness research, trends and contemporary practice to inform policy responses and sector development

RESPONSIBILITIES

Generic Responsibilities

- Ensure that conduct is at all times professional, in accordance with Board expectations and Shelter WA values
- Abide by relevant professional ethics and Shelter WA policy and practice
- Contribute to our organisational culture which focuses on outcomes, excellence, curiosity, accountability, inclusivity, respect, care and connections
- Maintain a sensitivity toward and awareness of cultural diversity and act accordingly
- Comply with all Health, Safety and Environmental procedures

Board

- Submit reports and statistics to the CEO, including any emerging risks, as required.

Professional Development

- Maintain professional reading and knowledge in social and affordable housing and homelessness policy and practice and funding arrangements
- Participate in professional development opportunities.

COMPETENCIES

- Knowledge of social and affordable housing and homelessness policy, research and related fields
- Demonstrated ability to analyse policy and develop policy positions
- Ability to engage with stakeholders on policy issues with a focus on evidence-based solutions
- Ability to manage projects simultaneously
- Demonstrated ability to think critically, creatively and translate ideas into solutions
- Excellent written, oral and interpersonal communication skills
- Demonstrated skills in data analysis and interpretation Proven ability to convey research material in a way that is understood by, and accessible to, multiple audiences
- Initiative, judgement and problem-solving skills
- Demonstrated commitment to working collaboratively with the not-for-profit housing and homelessness sector, governments, and industry
- Adaptability and the ability to work collaboratively within a small team environment
- Demonstrated skill in Microsoft Office and relevant software

SELECTION CRITERIA

Essential

- 1 Tertiary qualification in a relevant discipline
- 2 Demonstrated ability to analyse policy, and to develop evidence-based solutions to underpin systemic advocacy
- 3 Excellent written communication skills,
- 4 Strong verbal communication and interpersonal skills, including the ability to facilitate meetings, workshops and stakeholder engagement processes with members, government, industry, the community services sector and research institutions
- 5 Demonstrated experience of project management, including project development, budget management and reporting and the ability to manage multiple projects
- 6 National Police Clearance.

Desirable

- 1 Demonstrated knowledge and understanding of social and affordable housing and/or homelessness policy.
- 2 Adaptability, flexibility and the ability to work collaboratively within a small team environment.

Other

- 1 An ability to support and operate within Shelter WA's vision and values.
- 2 Ability to travel within regional WA.
- 3 Energetic, solution focussed and positive can-do attitude.