

POSITION DESCRIPTION

Position Title:	Policy and Research Manager
Reports To:	Head of Policy and Campaigns
Position Type:	Full time (part-time considered)
Date issued:	December 2019
Salary:	\$77,000+ depending on experience

MAIN PURPOSE OF POSITION

The Policy and Research Manager is responsible for driving a strategic program of policy development and publication of newsworthy research in line with ActionAid Australia's (AAA) priorities. In addition, the Policy and Research Manager will be a key contributor to AAA's campaign strategies, ensuring they build upon credible, evidenced based alternatives.

The key objectives of this role are to:

- Lead on policy analysis and the development of policy positions and briefs for key stakeholders.
- Conduct and commission strategic research pieces to support AAA campaigns and program priorities, including managing key relationships with researchers, working with members of the AA Federation and civil society alliances.
- Coordinate engagement in policy-making processes in line with AAA's strategic priorities, such as submissions, hearings, consultations, etc.

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Policy analysis and development	<ul style="list-style-type: none"> • Develop policy briefs for key stakeholders and decision-makers on AAA's strategic priorities. • Track relevant national and international policy processes and identifying key opportunities to engage. • Draft AAA submissions and prepare for hearings for relevant Government consultation processes. • Work with allies and stakeholders to align policy positions and collaborate where possible. • Conduct rapid analysis at major moments such as Federal Budget or relevant policy announcements that aligns with AAA's strategic priorities and positioning as a women's rights organisation. • Manages the Advocacy Hub to develop key reactive messages and internal briefs on policy issues. • Engage in AA Federation policy platform development where relevant. • Represent AAA in relevant civil society alliances and policy spaces
Strategic research design and management	<ul style="list-style-type: none"> • Develop and implement a strategic research plan to support AAA's strategic priorities and AA's global research signature. • Develop terms of references for major research projects and procure and manage third parties to conduct research. • Conduct primary and secondary research in line with AAA's strategic priorities and campaigns. • Draft and edit AAA reports for publication.

	<ul style="list-style-type: none"> • Develop partnerships with academic institutions, research organisations, and other civil society groups, to collaborate where possible on research. • Contribute to and coordinate AA Federation research projects where relevant. • Coordinate with other members of the campaigns team and other AAA functional teams to plan the launch and dissemination of major research publications. • Work with relevant communications staff where appropriate to shape media-friendly research.
Campaign strategy and delivery	<ul style="list-style-type: none"> • Participate in the development of campaign strategy, especially advocacy and research strategies that further campaign aims. • Represent AAA and its policy positions at various advocacy meetings, briefings, consultation events as required. • Brief and train activists and staff on key policy messages relevant to campaigns and projects, as required.
Budget management	<ul style="list-style-type: none"> • This role has budget and financial management responsibilities

SKILLS & COMPETENCIES REQUIRED

- Passionate about women’s rights and social justice with previous experience working on climate justice and/or economic justice.
- Previous experience in policy analysis, development and writing, preferably using feminist analysis.
- Experience conducting research and developing research briefs.
- Experience managing others to undertake policy analysis and research, including external researchers
- Outstanding written and verbal communications skills, including experience writing and editing policy, advocacy or research reports for publication and representing policy position to external audiences.
- Ability to be flexible and work within a small, collaborative team, and cross-functionally as well.
- A strong commitment to AA Australia’s values and human rights based approaches to development
- Relevant tertiary qualifications.
- A high degree of initiative and self-drive.

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JOB AD

Position: Policy & Research Manager, ActionAid Australia

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Salary: \$77,000+ depending on experience

THE ORGANISATION

ActionAid Australia is a women’s rights organisation, working to advance the rights of women living in poverty in communities around the world. ActionAid works in more than 45 countries.

THE ROLE

The Policy and Research Manager is responsible for driving a strategic program of policy development and research publication to drive forward ActionAid Australia’s priorities of economic justice and climate justice for women, and their rights in emergencies. This role sits within ActionAid Australia’s Campaign & Policy team and will lead the organisation to conduct and leverage research and policy that furthers campaign aims.

KEY OBJECTIVES OF THE ROLE INCLUDE:

- Lead on policy analysis and the development of policy positions and briefs for key stakeholders.
- Conduct and commission strategic research pieces to support AAA campaigns and program priorities, including managing key relationships with researchers, working with members of the AA Federation and civil society alliances.
- Coordinate engagement in policy-making processes in line with AAA's strategic priorities, such as submissions, hearings, consultations, etc.

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