



Community
driven justice.

POSITION DESCRIPTION: MANAGER – POLICY AND ADVOCACY

Classification	Level 7 of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award
Hours of work	Full time (38 hours per week) 7.6 hours per day, 5 days per week (Monday – Friday) FLS is a flexible employer and hours of work are negotiable.
Duration	This position is offered as an ongoing role, subject to funding.
Location	This position will be based at the Fitzroy and Reservoir offices, with some work from home flexibility. This role may involve travel to other offices and offsite as required.
Reports to	Director – Policy, Advocacy and Community Engagement
Direct Report/s	Direct reports will change from time to time. Currently they include: <ul style="list-style-type: none">• Project Lead, Voices for Change• Membership & Engagement Lead, Voices for Change

About us Fitzroy Legal Service (FLS) is dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation.

Fitzroy Legal Service provides legal services for communities who are disproportionately impacted by law and policy, and those who face systemic barriers to accessing justice. We provide various multidisciplinary outreach programs reaching communities of colour, people at risk of or experiencing homelessness, LGBTIQA+SB communities, victim-survivors of family violence and people who use drugs.

Our vision: A fairer Victorian community, where the legal and social systems support equality and justice for all.

Our values: Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of FLS.

Position Objective The Manager – Policy and Advocacy will lead FLS’s policy and systemic advocacy work by developing and executing FLS’s advocacy strategy, developing advocacy plans, and driving advocacy and law reform across a broad range of legal issues, including drug law reform and harm reduction, systems abuse and misidentification in family violence, public and community housing, and prisoner rights.

Working in collaboration with all the legal practice areas of FLS and drawing from our client experience and evidence-based research, the Manager – Policy and Advocacy will develop policy positions, law reform submissions and support media campaigns to influence decision makers and advocate for systemic change for FLS clients and communities. Where appropriate, this role will incorporate and facilitate lived experience into FLS advocacy. This role also oversees the project management of Voices for Change, a lived experience self-advocacy group of people who have acquired brain injuries and lived experience of the criminal justice system.

The Manager – Policy and Advocacy sits within the Policy, Advocacy and Community Engagement (PACE) directorate, a multi-disciplinary team that supports communities to advocate for change within the legal system, through education, engagement and advocacy. This role also supports the Director – Policy, Advocacy and Community Engagement with team management.

As a part of the FLS Management Team, the Manager – Policy and Advocacy provides leadership to the whole organisation and contributes to the smooth management of the organisation and successful achievement of the strategic plan.

KEY DUTIES AND RESPONSIBILITIES

Policy and Advocacy	<ul style="list-style-type: none">• Develop and execute advocacy strategies and plans, in consultation and collaboration with teams across FLS and community partners.• Produce high quality law reform submissions, articles, and reports• Undertake evidence based legal research, and analyse legal practice data• Represent FLS in forums, working groups, networks, events and conferences• Lobby government and members of parliament• Collaborate with sector partners• Develop communication and media strategies to advance advocacy goals in collaboration with the Manager – Media and Communications• Engage in public speaking or media to promote FLS advocacy positions• Support self-advocacy by lived experience consultants• Work with the Managing Lawyer – Strategic Litigation on advocacy supporting strategic litigation.
Management and Leadership	<ul style="list-style-type: none">• Manage, supervise and support direct reports• Oversee and support the project management of Voices for Change• Support the Director – Policy, Advocacy and Community Engagement with team management• As a member of the Management Team, provide contribute to the smooth management of the organisation, implementation of the FLS strategic plan and other organisational initiatives
General	<ul style="list-style-type: none">• Ensure services in areas of responsibility are consistent with FLS’s vision, values, strategy and policy, and have a focus on monitoring, evaluation, innovation and quality improvement• Contribute to a positive team and organisational culture aligned with FLS values• Perform other duties as directed and necessary to the proper performance of the role.

SELECTION CRITERIA

Qualifications and experience	<ul style="list-style-type: none"> • Completion of a law, public policy, social policy degree or other relevant tertiary qualification • At least five years' experience in a relevant role, e.g. policy and law reform, community driven advocacy, political strategy.
Knowledge, skills and attributes Essential	<ul style="list-style-type: none"> • Demonstrated commitment to social justice, decolonisation, decarceration, anti-racism and the vision, purpose and values of FLS • Demonstrated ability to identify, analyse and develop strategies to respond to complex legal and policy issues • High level written communication skills, including the ability to distil complex concepts in clear, accessible and persuasive written materials • High level verbal communication skills, including the ability to engage, inspire and influence a broad range of stakeholders • High-level interpersonal and relationship-building skills, including the ability to consult and work flexibly and collaboratively as a team-player • Demonstrated ability to be adaptive and responsive to changing and dynamic environments • Demonstrated ability to work independently, exercise sound judgment, and manage workload with minimal supervision • Strong organisational skills and ability to use systems and processes to prioritise, manage workflow and keep records. • Demonstrated ability to effectively lead and manage staff
Knowledge, skills and attributes Desirable	<ul style="list-style-type: none"> • Demonstrated understanding of government policy, legislative processes and political dynamics and how to influence and effect change • Demonstrated ability to effectively engage with media and public facing communications, including social media • Demonstrated experience in leading or supporting codesign activities and or working with people with lived experience of discrimination and stigma.
Other	<ul style="list-style-type: none"> • To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa

We strongly encourage and welcome applications from members of diverse communities and people with relevant lived experience.

Fitzroy Legal Service is an inclusive employer and complies with laws prohibiting discrimination on the basis of age, race, sex, ethnicity, religion, sexual orientation, gender identity, disability, family responsibilities, irrelevant criminal record and other protected attributes.

While the successful candidate must undergo a National Police Check, disclosure of a criminal record does not necessarily preclude employment with FLS, and we invite applicants to address this issue early in the application process.