
Position Description

Policy and Advocacy Support - Casual

Created: November 2023

Reports to: Manager, Policy & Advocacy

Level of supervision: Routine supervision with general direction

Location: Parkville campus

Level: 2.1

Position Type: Casual

Position purpose

The purpose of this role is to provide support to the Policy and Advocacy Business Unit, contributing to the research, analysis, and communication efforts aimed at advancing GSA's policy objectives.

Main Responsibilities

Research and Analysis

- Assist in conducting research on relevant policy issues and developments.
- Summarise research findings and prepare briefs for the Policy and Advocacy Business Unit.
- Assist in the creation and maintenance of databases to track policy trends and developments.

Communication

- Support in the preparation of policy documents, reports, and advocacy materials.
- Assist in developing content for the organisation's website and social media platforms.

Stakeholder Engagement

- Support in organising meetings, conferences, and events related to policy and advocacy.
- Assist in engaging with stakeholders, including students, the University, government agencies, NGOs, and community groups.

Policy Monitoring

- Monitor political and regulatory developments that may impact GSA's objectives.

Ad Hoc Tasks

- Collaborate with the Policy and Advocacy Team on various tasks related to policy and advocacy. (This may include event support, minute-taking, etc.)

Key Selection Criteria

- Strong written and verbal communication skills relevant to preparing policy documents and communicating with stakeholders.
- Strong research and analytical skills, with the ability to synthesise information to provide advice and guidance.
- Demonstrated ability to collaborate effectively with team members, showcasing adaptability and a proactive approach in completing tasks.
- Proficiency in the use of standard application software such as the Microsoft Office suite.

Desirable Criteria

- Prior experience providing event, conference and/or meeting support (e.g. – by taking minutes, assisting event attendees, undertaking relevant event administration tasks, etc.).
- An understanding of the social and political factors that may affect graduate student well-being, employability, and learning conditions.
- Familiarity with GSA and its work.

Policy and Advocacy KSC questions

To be considered for the position, please complete the questions below and send them in a separate Word document.

- 1. Please share how your current studies have affected your interest in public policy or social issues, and how you think it will help you succeed in this role?**
- 2. Can you tell us about a time when you had to gather and analyse information to make recommendations or provide advice?**
- 3. How do you approach collaborating with a team on a project? Tell us about a time when you had to take the initiative to contribute effectively to a project.**

Please note:

This job description serves to illustrate the scope and potential responsibilities of the post. For a casual position, the candidate may still be undertaking studies in a relevant area. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, perform other tasks that are related to this specific position description only, i.e., that relate to a role of a Policy and Advocacy Support Role – Casual.

Acknowledgement

I certify that I have read, understood, and accepted the duties, responsibilities, and obligations of this casual position.

SIGNED BY

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Employee

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Date

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Manager

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Date