

## Position Description

### Policy and Advocacy Officer

**Reports to:** Manager – Policy and Advocacy

**Level of supervision:** Independent work with supervision as directed

**Position type:** Part-Time (0.8 FTE), Ongoing

**Level 4.1** (EBA currently under negotiation)

#### Position purpose

The Policy and Advocacy Officer contributes to GSA's advocacy, representation and campaign activities by providing high-level advice, action research activities and stakeholder engagement.

#### Eligibility

To be eligible for this role, candidates must be in their final semester of a relevant postgraduate degree or have completed a relevant postgraduate degree in the last 12 months from the University of Melbourne. Preference will be given to candidates with appropriate work experience.

#### 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.
- Undertake regular consultations with graduate students to influence policy strategy and submissions.
- In consultation with the Manager – Policy and Advocacy, develop strategies 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.
- Contribute to team discussions and projects.
- Contribute to organisation-wide projects as required.
- Undertake other tasks as directed.

#### Key Selection Criteria

##### Essential Criteria

- Postgraduate qualifications in a relevant area with completion prior to February 2023 from the University of Melbourne. A relevant area includes public policy, social policy, political science, law, economics, education or a related discipline.
- Excellent written and verbal communication skills relevant to preparing persuasive policy documents and undertaking effective stakeholder engagement.
- Strong analytical skills and the ability to readily synthesise available research and information to provide accurate advice and guidance, including through data management and analysis.

- An understanding of the social and political factors which may affect graduate student wellbeing, employability and learning conditions.
- 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 Policy and Advocacy Officer.*

**Acknowledgement**

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

**SIGNED BY**

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Employee

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Date

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Manager

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Date