AASW Position Description

1. POSITION SUMMARY & STATEMENT	
JOB TITLE	Social Policy and Advocacy Officer
DEPARTMENT	Social Policy & Advocacy
REPORTS TO	Manager, Social Policy & Advocacy
DIRECT REPORTS	Nil
AWARD	Clerks – Private Sector Award 2010
CLASSIFICATION	AASW Professional Level
HOURS OF WORK	38.0 hours, on-going
DIMENSIONS	1.0 FTE
DATE	July 2019

POSITION STATEMENT:

The goals of the Policy and Advocacy Unit are to:

- Promote and respond to social policy issues as they arise in the public debate;
- Advocate for the profession, AASW members, and the people they work, with in relation to key issues of concern for members and organisational priorities;
- Communicate with members and key stakeholders on the Associations social policy positions and advocacy activities.

The Social Policy and Advocacy Officer is responsible for:

- Writing and developing social policy and advocacy material including position statements, submissions, media and other documents in consultation with key stakeholders;
- Raising the profile and awareness of the AASW, its members and the role of Social Workers, and the Association's social policy and advocacy positions;
- Maintaining knowledge and awareness of key social policy issues, government policy directions and consultation processes, for relevance and applicability to the AASW, the social work profession and members.

This role will have a focus on

- Advocacy for AASW members, particularly Accredited Mental Health Social Workers (AMHSWs), including development of strategies to address current issues impacting on AMHSWs, and to raise their profile in a range of areas, including: Department of Veterans Affairs, MBS, Private Health Insurance, Workcover schemes, PHNs, NDIS;
- Liaising and consulting with members on areas of concern including advocacy strategies, development of submissions and other documents;
- Communications with members on key issues and developments including the development of the MH E-Newsletter.

2. KEY ACCOUNTABILITIES	
Objective 1: Develop policy and advocacy material in a timely manner	To write and develop policy, advocacy and communication and media material including position statements, submissions, reports and media releases in liaison with key stakeholders. This will include: • Maintaining an overview of national and state-based policy directions and advocacy priorities in a number of key areas, with a particular focus on the areas in which AMHSWs provide services, and the system developments that impact on them and their capacity to provide services, • Working with other AASW Social Policy and Communications staff to coordinate the implementation, communication and review of AASW social policy and advocacy activities, in conjunction with the Manager of Social Policy and Advocacy; • Ensuring social policy and advocacy materials are contemporaneous, accurately represent the views and values of the profession and relevant

	stakeholders, and are underpinned by current research and relevant practice knowledge; • Using social media, online and popular media to promote and respond in a timely manner to social policy and professional issues.
Objective 2: Engage expert stakeholders to support the development of social policy and advocacy strategies	Engage key stakeholders and harness their expertise in the development of social policy, advocacy and media initiatives in line with AASW strategic and operational goals. This will include: • Using existing AASW internal and external networks to identify and engage experts with current knowledge/practice in specific policy areas in conjunction with AASW Social Policy Staff; • Expanding social policy networks and engaging members who can represent the AASW and policy/advocacy positions at events, conferences, in the media and at meetings.
Objective 3: Raise the profile of the AASW and the profession	Raising the profile and awareness of the AASW and its social policy and advocacy initiatives through a range of communication channels including face-to-face, print, social and online media. This will include: • Representing the AASW at government consultations, enquiries and hearings, and meetings, events and conferences, as required; • Regular contributions to the AASW Facebook and Twitter pages in coordination with the AASW Communications Lead; • Preparation of a range of written materials including MH Bulletin and e-Bulletin articles, media releases and letters; • Contribution to media and communications strategy development as appropriate.
Objective 4: To provide professional support and guidance to staff and work effectively as part of a team	Contributing to the Social Policy and Advocacy team and its activities, and the effective operations of the organisation. This may include: • Undertaking alternate tasks as may reasonably be required from time to time to a professional standard; • Providing assistance to other employees as may be reasonably required; • Active involvement in quality and continuous improvements, and always seeking best practice in fulfilling your role.

3. CORE COMPETENCIES AND CAPABILITIES

These competencies and capabilities are fundamental requirements for this employment position and the employee is required to meet these requirements.

Personal Responsibility
Complies with the AASW governance documents at all times, anticipates and adapts willingly to changing demands and situations. Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the AASW in so much as they apply to the relevant position.

Regulatory Compliance – Privacy, Safety, Health, and Environment
Ensures a strong awareness and compliance with Regulatory Standards to ensure ongoing privacy, safety, and security of stakeholders, and takes appropriate preventative measures to minimise the risk of adverse incidents.

Leadership and Communication
Leads or promotes initiatives in their work area to ensure effective performance and achievement of the objectives. Promotes a team spirit and communicates effectively and professionally with fellow employees, management, members, suppliers and service providers

Business Acumen
Applies a broad perspective to their contribution to ensuring ongoing viability of the AASW and seeks to achieve strong performance, efficient use of financial and physical resources, and seeks to minimise waste and poor performance.

Awareness and Sensitivity
Recognises and respects cultural and societal differences that may be present amongst members, their fellow employees and other stakeholders. Actively seeks to promote, equal opportunity, personal

development and growth and appropriately modifies interpersonal approaches to suit different situations

4. SELECTION REQUIREMENTS – PERSON DESCRIPTION	
TECHNICAL ATTRIBUTES	**INDIVIDUAL ATTRIBUTES**
Essential Requirements • High level understanding of contemporary social work policy and practice issues • High level of understanding of the role and skills of AMHSWs and the settings in which they provide and have potential to provide services; • Demonstrated experience in advocacy activities, including development and implementation of strategies and campaigns to influence change • Demonstrated experience in research, policy development and analysis • Excellent communication skills, both verbal and written • Proficiency in the use of information technology, and social media platforms	**Essential Requirements** • Able to handle periods of high workload and meet deadlines • Demonstrated problem solving skills • Ability to work with stakeholders who are based all around Australia, and work in diverse areas • Ability to work independently and seek support and supervision as required
Desirable Requirements • Understanding of and experience in consultation processes with a range of stakeholders • Understanding of role of professional association and/or peak body • Understanding of current federal political landscape and policy environment, role of social workers in a range of programs and settings and issues impacting on vulnerable people.	**Desirable Requirements** • Demonstrated experience in a range of roles which draw heavily on social work knowledge and practice • Willingness to occasionally travel interstate or locally if necessary