

ROLE PURPOSE

Role Title:

Government Relations Manager

Division:

Influence & Scaling Impact Division, Global Policy & Advocacy team

Location: Australia

(Canberra, Melbourne, Sydney)

Date: February 2025**Employment type:** Full time, Permanent with flexible work arrangements**Reports to:** Director, Global Policy & Advocacy**Number of direct reports:** Nil**Leadership Band:** Leads function**Purpose of the role:**

The Government Relations Manager is accountable for leading and managing The Foundation's approach to government in Australia, coordinating a cohesive government engagement approach in our international markets of interest and diplomacy in our program countries, aligned to priorities of the Influence and Scaling Impact Division and The Foundation's broader Strategy.

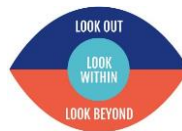
The Government Relations Manager **will own the outcomes of:**

1. Political engagement: Build and foster relationships with key political figures and government officials to secure enabling policy and program funding for eye health, with a focus on Australia's international development program.
2. Direct lobbying and advocacy: Lead and coordinate lobbying efforts in collaboration with the CEO, executive, senior management and other key staff to achieve policy and funding objectives related to Australian aid and development, including through submissions, proposals, meetings, campaigns and working with sector partners and coalitions.
3. Strategy and coordination: Lead and coordinate political engagement across key internal stakeholders to ensure a strategic and coherent approach to Australian government relations, with a focus on Australia's development program, Aboriginal and Torres Strait Islander Peoples health and rights and multilateral affairs, and provide strategic government relations advice to market leads, country programs and FHF entities.
4. Political advice: Provide high-level strategic political advice to the executive, senior management and other stakeholders to inform decision-making, risk mitigation and effective advocacy.
5. Profile building: Promote and elevate The Foundation's brand, reputation and profile with government, parliamentary and diplomatic stakeholders through consistent and targeted communication, high-quality events and other initiatives in collaboration with the Public Affairs Division and country program teams.
6. Monitoring and Reporting: Monitor relevant government policy and the political landscape for opportunities and risks, manage the political client management system and report on government relations activities to the executive and senior management.
7. Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Substantial experience as a Government Relations professional at the Australian Federal Government level.
- Demonstrated ability to build a network of influence within Government including Ministers, advisors, departmental staff and other decision makers
- Demonstrated broad stakeholder management experience both internal and external
- Deep knowledge of institutional funding, policy making and the budgetary process.
- Strong experience maintaining systems and processes, such as procedures, policies, files & client management systems.
- Demonstrated initiative and resourcefulness to identify and solve issues proactively.

Skills:

- Exceptional ability to lead and manage a portfolio of work independently with limited direction and in collaboration with a range of internal stakeholders.
- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication.
- Outstanding written and verbal communication skills, with the ability to produce clear and articulate written content and verbally communicate complex information to internal and external parties quickly and effectively.
- An ability to pro-actively engage and influence a range of external stakeholders including senior political leaders.
- Well organised, flexible and proficient multi tasker with high-level organisational and time management skills
- Attention to detail as the basis for verbal advice and written work and in liaising with internal and external stakeholders

Desirable Experience:

- Existing Commonwealth Government relationships related to the foreign affairs and international development portfolio at both the political and departmental levels.
- Previous experience working in government relations with or on behalf of the Not For Profit sector and making policy and funding approaches to government.
- Previous experience working in a global context with cross cultural literacy -language skills a bonus, however, understanding of basic social and business norms in an Asian international operating context are desirable.
- Experience in broader digital disciplines. social, digital advertising, EDM, copywriting

Qualifications:

Tertiary qualification in international relations, public policy, political science or related discipline.

Travel:

Domestic and international travel is required.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect (This position does not involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children