

ROLE PURPOSE

Role Title: Senior Policy Advisor

Division: Influence & Scaling Impact (ISI) Division, Global Policy & Advocacy (GPA) Team

Location: Australia (flexible)

Date: January 2025

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Director, Global Policy & Advocacy

Number of direct reports: Nil

Leadership Band: Lead others

Purpose of the role:

The **Senior Policy Advisor** is accountable for **leading the development of organisational public policy, providing strategic advice and the execution of related systemic advocacy in multilateral affairs** aligned to The Foundations Strategy and priorities of the Influence and Scaling Impact Division.

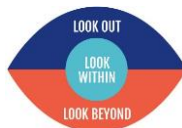
The Senior Policy Advisor **will own the outcomes of:**

1. Develop robust organisational level public policy positions on priority issues through policy analysis and internal and external research and consultation
2. Foster and strengthen relationships with key external stakeholders and alliances related to priority policy matters and maintain primacy of knowledge, opportunities for engagement and undertake systemic advocacy to influence multilateral and inter-governmental institutions and platforms in collaboration with the Global Advocacy & Influence Team
3. Provide sound advice on public policy matters related to portfolios of work to senior management and staff at the head office and country level
4. Support policy translation, knowledge sharing and capacity building from the global organisational level to individual country context and vice versa in collaboration with country teams and staff across divisions
5. Support and manage the pursuit of opportunities to influence Australian aid and development policy aligned to government relations priorities
6. Manage and develop expert written materials, such as briefings, discussion papers, public submissions and public commentary pieces, to inform and advance The Foundation's advocacy and government engagement agenda and profile as a thought leader in global eye health advocacy
7. Contribute to the development of a sophisticated and effective advocacy and government engagement capability and culture across The Foundation from the global to local level, through management and coordination support for the functions of the Advocacy and Government Engagement Leadership Group with the Director, Policy & Advocacy and the Global Advocacy & Influence Team
8. 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:

- Relevant tertiary qualifications and a minimum 5 years' experience or a minimum 10 years' experience in relevant discipline.e.g. political office or government agency; social science; public health; public policy or other related field.
- Strong understanding and demonstrated working knowledge of multilateral and inter-governmental institutions, particularly UN institutions
- Strong understanding of the UN 2030 Agenda for Sustainable Development and the Sustainable Development Goals
- Strong experience in areas of research, policy analysis and policy development.
- Strong experience writing in various formats for internal and external audiences.

Skills:

- Demonstrated ability to understand complex issues in public health, disability or human rights in an international development context
- Demonstrated ability to be comfortable with ambiguity and to progress incremental steps with flexibility in uncertain and changing environments
- Demonstrated critical policy analysis skills and capacity to lead towards strong evidence-based policy

Desirable Experience:

- Experience working in a policy and advocacy role in the international NGO sector or within a UN institution

- Demonstrated written and verbal communication skills, with ability to develop materials in various formats for internal and external audiences.
- Excellent problem-solving skills and the ability to translate creative ideas into practical solutions and options.
- Project management skills.
- Excellent relationship management skills.
- Demonstrated ability to work as part of a team, to influence others to achieve success, and to also work independently.
- Demonstrated ability to work within culturally diverse environments in a culturally appropriate manner.
- Strong interpersonal skills and self-motivated to be proactive with little direction

Qualifications:

Tertiary level qualifications OR minimum 10 years' experience in relevant discipline.

Travel:

International and domestic travel will be required on occasion.

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