**Position Description**

Policy and Advocacy Lead

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

|  |  |
| --- | --- |
| **Position Number** | 599 |
| **Classification** | 3 Enhanced |
| **Section/Unit** | Programs / Policy, Advocacy, Campaigns |
| **Reports to** | Head of Policy, Advocacy and Campaign and such other persons as directed |
| **Hours of Work** | 35 hours per week |
| **Suitable for Job Share** | YES |
| **On Call Duties** | NO |

# Scope of Position

Oxfam Australia has recently finalised a new and exciting Strategic Framework that recommits us as an organisation working with and alongside allies, partners and other stakeholders to relieve and eliminate poverty. We focus on four dimensions of inequality that keep people in poverty, namely; First People’s Justice, Climate Justice, Gender Justice, and Economic Justice.

This position will lead on the development and delivery of policy, advocacy and campaign strategies across four dimensions of inequality that keep people in poverty, namely; First People’s Justice, Climate Justice, Gender Justice and Economic Justice.

The position will also have oversight of the review, refresh and creation of Oxfam Australia’s public advocacy policies in relation to three pillars including Gender Justice, Economic Justice and Climate Justice.

The role will work closely with the Strategic Leads, the wider Program team, and Executive support staff to support Oxfam’s public and private advocacy work.

# Key Responsibilities

* Lead work with colleagues across Oxfam Australia to create, review and revise key policy positions on Climate, Gender and Economic Justice.
* Work with the Policy Advisor, First Peoples’ Program, to ensure alignment and integration of First Peoples’ Justice into Oxfam’s policy work in other areas.
* Contribute to the strategic direction of Oxfam Australia’s policy, advocacy and campaigns.
* Lead and coordinate agency-wide policy advocacy including to produce written submissions to government, public positions on key political moments (e.g. budget and elections), reports and briefs on emerging issues, agreed positions for reactive advocacy, political or media engagement.
* Facilitate engagement with the Oxfam confederation’s global policy network and on priority advocacy initiatives, such as the World Economic Forum, COP26, the Pacific Islands Forum and associated processes and events.
* Support the development of campaign plans in priority policy and advocacy initiatives.
* Facilitate and occasionally lead networks and partnerships with relevant groups across the confederation, civil society, external parties and allies to develop consistent policy positions, strategic collaborations and coordinated efforts to create change in the key dimensions of inequality.
* Lead engagement with partners, decision makers and advocacy targets including to act as an Oxfam representative in engagements with political and private sector decision-makers, in the media and at public events – speaking to share expertise and deliver policy recommendations and leverage the Oxfam brand for change.
* Develop effective policy advocacy communications (including but not limited to reports, digital content, speeches and letters).
* Ensure all aspects of work have strong and well-informed gender, diversity, equity and representation perspectives.
* Other related duties as delegated.

# Living our Values

* Accountability – You are able to set clear goals and monitor personal progress against them.
* Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities' perspectives into our working activities.
* Equality – You work to high ethical standards and treat all people with respect.
* Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.
* Sustainability – You are committed to achieving sustainable results in all aspects of their work.

# Technical Knowledge & Experience

* A degree and/or equivalent experience with a focus on at least one of the four dimensions (First People’s Justice, Climate Justice, Gender Justice, and Economic Justice).
* Demonstrated experience distilling complex issues into simple briefs with recommendations for a variety of audiences
* Understanding of key contemporary international development debates

# Personal Skills & Attributes

* Outstanding written and verbal communication skills, including an ability to translate complex policy issues to a range of audiences.
* Ability to progress long-term strategic objectives while responding to the opportunities presented by reactive advocacy.
* Ability to work independently in a fast-paced environment.
* Commitment to Oxfam’s purpose, culture and ways of working.
* Customer and goal focus.
* High degree of emotional intelligence and humility.
* Growth mindset and desire to cross skill.
* Flexibility in work undertaken in order to assist colleagues and the organisation.
* Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
* Comfortable pioneering new areas of work and forging new relationships
* Openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work.
* Commitment to Oxfam’s safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

# Travel

Pending COVID-19 related travel restrictions occasional interstate travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

# Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

* This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).
* This role requires access to information relating to children.