

Position description

Title	Government Relations Manager
Reports to	Head of Strategic Stakeholder Engagement
Classification & Salary	SCHCADS Classification Level 8 (plus super and salary packaging)
Employment Status	Full Time Ongoing
Primary Location	La Trobe Street, Melbourne, VIC
Date	September 2022

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Role Purpose

As Head of Government Relations and operating as a senior specialist, this role will be responsible for leading the strategic planning, implementation, and engagement with all levels of government to support the organisations policy, advocacy and funding priorities. This role is an enterprise-wide role and will lead and coordinate the collective efforts of engaging with government stakeholders across the organisation to ensure they are strategically aligned with the organisation's priorities.

Key Responsibilities

- Support the CEO and Director Stakeholder Engagement and Partnerships to strengthen our relationships and influence with relevant government stakeholders including ministerial and departmental staff
 - Act as a key source of advice to GSANZ stakeholders, including the CEO and the Executive Leadership Team, on the development and execution of successful government relations for the organisation
 - Working closely with the Client Services and RASI teams, lead the development and delivery of key engagement plans for several key government stakeholders, across Federal, State and Local governments to deliver against our funding and policy priorities.
 - Develop and implement a range of plans and proposals to support the engagement with key ministers, ministerial advisers, shadow ministers and departmental officials across all levels of government.
 - Remain well-informed and abreast of all issues across relevant government portfolios including existing and proposed legislation, funding priorities and the allocation of funding across the sector.
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- Identify and secure opportunities for engagement with government including participation in key committees and consultations.
 - Working with Client Service and RASI to identify and share compelling client insights to help support funding and policy asks.
 - Undertake and develop research, executive correspondence, presentations and briefings for the CEO, as well as media and other communication material. This assumes the ability to write clearly, summarizing complex matters accurately for government stakeholders
 - In conjunction with the Marketing and Client Service Teams, identify and develop a suite of engagement tools and materials ensuring targeted content and support to the CEO for government relations activities
 - Identify data/insights that are required to monitor the success of engagement plans and lead the development and delivery of reporting metrics.
 - Develop and maintain the Government Relations platform of the stakeholder database
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Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Support the delivery of best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own Practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with the referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission and values and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Qualifications in law, political science, communications, public policy, or a related field.
- Post graduate qualifications in related areas would be advantageous.
- Substantial experience in liaising and negotiating with senior leaders and advising on approaches to stakeholder engagement, external communications and building constructive, trusted and effective relationships.
- A satisfactory Police Check

A current Working with Children's Check (WWCC)

Key Selection Criteria

1. Extensive experience in strategic government relations with a demonstrated ability to provide high level advice on government programs and policy
 2. Substantial post-graduate experience working in government relations, with an in-depth understanding of the political, parliamentary and legislative processes across all levels of government
 3. A proven ability to strategically manage and provide technical and policy advice at senior levels
 4. A proven history of working successfully across multidisciplinary areas within an organization, leveraging off different specialist area experts to deliver coordinated and integrated outcomes representative of the whole.
 5. Strong project management and organisation skills and experience
 6. Excellent communication skills facilitating building effective and trusting relationships with key stakeholders.
 7. High level strategic thinking and problem-solving with the ability to navigate complex issues and turn strategy into action
 8. An eye for detail and experience in the management and monitoring of high level stakeholder plans
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Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- Proof of COVID-19 vaccination or proof of medical exemption

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competency training as part of their professional development plans.

Very attractive Salary packaging is available to all employees.