



Position Description

Position Title	Manager Systems Policy and Advocacy
Classification Level	<ul style="list-style-type: none"> - Terms and conditions as per SCHADS Industry Award - Salary \$107,101.35 to \$111,385 pro rata per annum, plus superannuation - Full-time (38 hours per week) - Fixed term 12-month contract
Office location	Level 1, 1 Nash Street, Perth 6000
Reporting responsibility	Chief Executive Officer

About WANADA

The Western Australian Network of Alcohol and other Drug Agencies Inc. (WANADA) is the peak body for the alcohol and other drug education, prevention treatment and support services in Western Australia.

Our aim is to enhance the health and well-being of all Western Australians by:

- reducing the harms associated with alcohol and other drug use; and
- enabling a strong and viable alcohol and other drug service system.

As the peak body for the alcohol and other drug sector our purpose is to lead a shared voice within the specialist alcohol and other drug service sector that drives positive change needed to achieve best community outcomes.

WANADA has a strong values-based culture. Our values include:

- Quality: WANADA's members include a diverse range of quality services that are culturally safe and responsive
- Integrity: WANADA's focus is on enhancing consumer and community outcomes. Our advocacy gives voice to sector expertise and is evidence informed
- Sustainability: WANADA promotes sector service expansion to ensure there are enough quality services to sustainably meet community need

Our Strategic Priorities are to:

- provide an informed voice to influence effective alcohol and other drug service planning
- advance effective approaches to minimise the impact of stigma and discrimination
- drive sector implementation of, and policy support for, the principles of self-determination
- lead a coordinated approach to sector-wide development that enhances best practice and equitable access.

WANADA works collaboratively with other jurisdiction counterparts and cross-sector state stakeholders to ensure effective systemic policy, planning and sector development.

About the role

Working with the Chief Executive Officer and the management team, the Manager Systems Policy and Advocacy will develop and support WANADA's capacity to represent sector services within research-informed strategic positions for improved community wellbeing.

Applying a relationship advocacy approach, and transparent engagement principles, the Manager Systems Policy and Advocacy will contribute to an awareness of the sector's strengths and the challenges faced by individuals, families and communities impacted by alcohol and other drugs. The fundamental purpose of the role is to influence improved strategic responsiveness by decision makers to alcohol and other drugs.

Key duties and responsibilities

Stakeholder engagement

- Build respectful and sound working relationships with the sector, collaborators and decision makers including government
- Undertake consultation with member services, peers (consumers), and the broader community as appropriate
- Facilitate engagement with key stakeholders and establish strategic alliances

Advocacy

- Lead and effectively manage initiatives that support sector-informed responses to, and implementation of, systems policy and strategy
- Enable a shared voice within the sector, establishing evidence informed position papers
- Provide proactive and responsive strategic advocacy and communications advice to WANADA
- Empower sector services to actively participate in system policy and planning

Communications

- Raise WANADA's profile as a leading voice on alcohol and other drugs
- Empower sector services to engage with media
- Build and enhance communications to the sector and other stakeholders re WANADA activities
- Support the development of appropriate resources, enabling community literacy on alcohol and other drugs in partnership with sector services

Administration and HR

- Provide positive leadership and manage a planned approach to relevant activity, including evaluation/impact monitoring
- Manage, sustain and build the capacity and performance of the WANADA systems team
- Participate in the development of strategic and operational plans, continuous quality improvement processes, and other internal processes as required
- Demonstrate alignment with WANADA's aim, purpose, values and principles of practice

Other duties

- Undertaking any other duties, as reasonably requested, directed by WANADA's Chief Executive Officer.

Selection Criteria

Essential:

1. Excellent interpersonal and communication skills, including high level written and oral presentation skills
2. Demonstrated research, complex issues analysis, and policy and position paper development capabilities
3. Demonstrated ability to effectively liaise and consult with a range of individuals, with capacity to represent the organisation and the sector
4. Understanding of change management principles as they apply to a whole-of sector system
5. Experience in effectively planning, managing, convening and evaluating forums and consultations
6. Capacity to work in a fast-paced environment, prioritise tasks and meet deadlines
7. Experience in supporting and leading within a small, dynamic team
8. High level skills in preparation of reports, evaluating achievement and other document preparation
9. Relevant tertiary qualifications and/or demonstrated relevant experience

Desirable:

1. Cultural awareness and experience in applying culturally sensitive practice
2. Understanding of alcohol and other drug issues and related policy
3. Experience in the human services sector
4. Understanding of peak body organisations and their role in the government process

WANADA supports and celebrates diversity in the workforce. Applicants from diverse backgrounds, including First Nations peoples, are encouraged to apply.