

### **WANADA Purpose:**

To lead a shared voice within the specialist alcohol and other drug service sector that drives and influences systemic change needed to achieve best community outcomes.

### **Vision:**

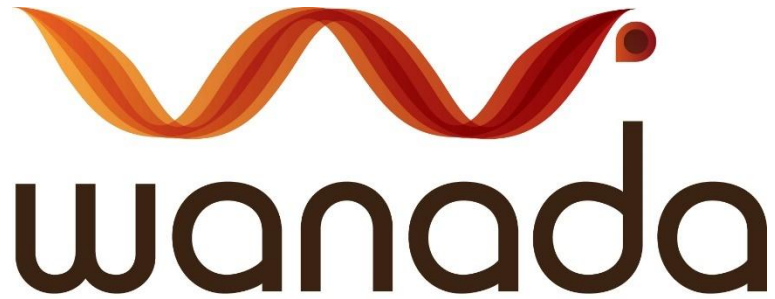
Reduced harms associated with alcohol and other drugs for all Western Australians through a sector-led approach.

### **Values:**

- Engagement
- Respect
- Leadership
- Equity

### **WANADA Key Result Areas:**

- **Advocacy and Influence:** WANADA's leadership is effective, influencing policy and sector development decisions.
- **Sector development:** WANADA leads quality and evidence-informed sector-wide development.
- **Aboriginal Self-Determination:** WANADA advocates for and enables the implementation of Aboriginal self-determination within the alcohol and other drug sector.
- **Alcohol and other Drug Stigma and Discrimination:** WANADA leads a values-based systemic approach to reducing stigma and discrimination and enhancing empowerment.



Western Australian Network of  
Alcohol & other Drug Agencies

# **Research & Advocacy Senior Officer/ Coordinator**

## **Position Description**

**March 2026**

<b>Position Title:</b>	<b>Research and Advocacy Senior Officer/Coordinator</b>
<b>Responsible to:</b>	<b>Systemic Advocacy Manager</b>
<b>Employment Basis:</b>	<b>Fulltime (or part time by negotiation)</b>
<b>Salary:</b>	<b>As per contract</b> Terms and conditions of employment comply with the relevant award ( <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> ) and will be set out in an individual contract of employment.
<b>Location:</b>	<b>Level 1, 46 Parliament Place West Perth, WA 6005</b>

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## **About WANADA**

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

## **Reporting Relationships**

The Research and Advocacy Senior Officer/Coordinator will work under the direction of, and report to, WANADA's Systemic Advocacy Manager, who reports to the Chief Executive Officer (CEO). The CEO reports to the WANADA Board who oversees the governance and strategic direction of the organisation.

## **Position Description**

While a Coordinator position is sought, the determination of the position as Senior Officer or Coordinator will be based on alcohol and other drug system research and advocacy experience that the preferred candidate brings to the position, taking into consideration future capability.

A Key Result Area of WANADA is advocacy and influence. The Research and Advocacy Senior Officer/Coordinator will work with other team members to action WANADA advocacy and influence priorities.

As a member of the WANADA team, a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA's continuous quality improvement approach, and support other team members as needed. All WANADA staff are required to further all of the organisation's Key Result Areas and meet relevant contractual requirements.

## **Position Objective**

The Research and Advocacy Senior Officer/Coordinator's objective is to drive and contribute to a planned approach to WANADA's systemic advocacy - ensuring an evidence-informed, values-based and sector informed approach aligned with WANADA Key Result Areas and associated priorities.

## **Position Responsibilities**

The Senior Officer/Coordinator position responsibilities are:

1. Drive and contribute to a planned approach to WANADA's systemic advocacy and engagement
2. Support the development of regular reports that describe key themes, and sector strengths and challenges
3. Action other tasks as reasonably requested by the line manager or CEO

## Accountabilities and Performance Indicators

### Function Area: Sector Development

Responsibilities	Performance Indicators
<p><b>1. Drive and contribute</b> to a planned approach to WANADA's systemic advocacy and engagement</p>	<ul style="list-style-type: none"> <li>• Develop an understanding of WANADA's relational advocacy approach and research on effective influence</li> <li>• Monitor the political landscape and discussions relevant to alcohol and other drugs</li> <li>• Identify and support effective relationship development with key collaborators and decision makers</li> <li>• Lead policy submissions and responses to government discussion papers/inquiries ensuring they are evidence and sector informed and cognisant of consequences for the sector as well as individuals, families and communities impacted by alcohol and other drugs</li> <li>• Identify and support sector and lived/living experience engagement in policy development</li> <li>• Contribute to the maintenance of a register of WANADA's advocacy activities and priorities, allowing monitoring of government endorsement and implementation as well as evaluation of WANADA's influence</li> <li>• Develop position papers, drawing as appropriate on past policy submission or based on current concerns, that can inform shared voice across the Western Australian alcohol and other drug sector.</li> </ul>
<p><b>2. Support</b> the development of regular reports that describe key themes, and sector strengths and challenges</p>	<ul style="list-style-type: none"> <li>• Support the development of annual state of the sector reports which reflect sector insights on key themes that provide an overview of the alcohol and other drug service system.</li> <li>• Contribute to supplementing the state of the sector report with regional and service type profiles</li> <li>• See the dissemination of reports for the purposes of promotion and progressing sector development or reform</li> </ul>
<p><b>3. Action</b> other tasks as reasonably requested by the line manager or CEO</p>	<ul style="list-style-type: none"> <li>• Contribute as relevant to other WANADA activities and aligned to the Senior Policy/Coordinator role</li> </ul>

## **Key Selection Criteria**

### ***Essential:***

1. A motivated and positive approach to work, with a willingness to continuously improve individual and organisational practice.
2. Excellent organisational skills, including the ability to manage competing demands, maintain records, and meet deadlines.
3. Strong critical analysis skills applied to desktop research, engagement outcomes and report writing.
4. Strong interpersonal and communication skills, including well developed written and oral presentation/engagement.
5. Demonstrated ability to work collaboratively in a small team environment, recognising own and others' strengths and limitations.
6. Experience in considering culturally responsive approaches, and willingness to develop enhanced cultural awareness.
7. **Strong competency in policy research and analysis, shaping ideas and solutions to generate systemic change.**
8. Knowledge/experience and understanding of the not-for-profit sector, specifically the alcohol and other drug sector.
9. Relevant tertiary qualifications and/or demonstrated relevant experience

### ***Desirable:***

1. Understanding policy environments and how they apply to the role of a peak body and its membership.