



Position Description

Position Title:	Policy and Advocacy Coordinator
Position Status:	Permanent Part Time (approximately 0.5 FTE of 38 hours per week)
Reports to:	Member Services and Policy Manager

Purpose of the Role

Optometry Victoria South Australia (OV/SA) is the professional association for optometrists and eye health professionals across Victoria and South Australia. As a company limited by guarantee OV/SA is one of five member states of Optometry Australia providing advocacy and member services while acting as the strong voice of their professional constituency.

The Policy and Advocacy Coordinator (PAC) is responsible for the development of resources and delivery of projects that will enhance the Association's engagement across the broader health sector and with governments at both local and state levels. These activities will support OV/SA members in getting the most out of their professional lives and also assist the broader community in understanding the key role optometrists play in the eye health of Victorians.

Reporting to the Member Services and Policy Manager, this role works in close collaboration with a strong administration team delivering a wide range of services to around 88 per cent of registered optometrists in Victoria and South Australia. A key requirement of this role is to enhance the Association's engagement with its membership and provide policy and advocacy advice to the CEO through the Member Services and Policy Manager.

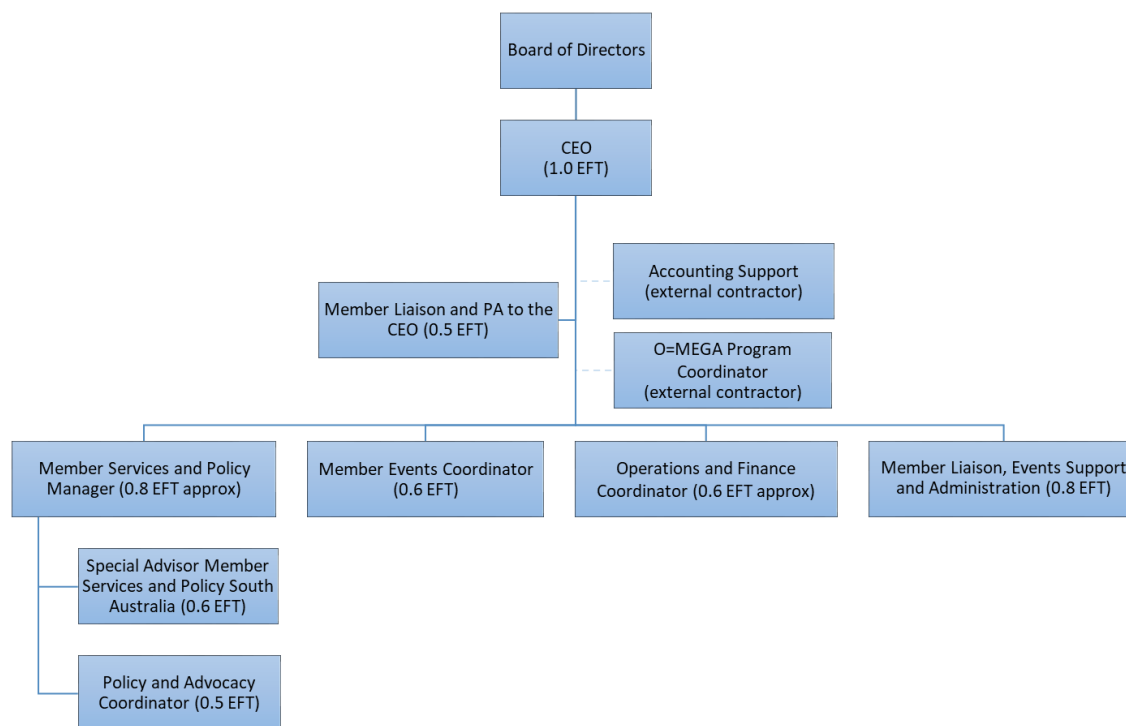
With sound knowledge of issues affecting the health sector the Policy and Advocacy Coordinator will assist the Member Services and Policy Manager to improve the Association's policy and advocacy outcomes, with a view to enhancing the professional lives of all optometrists in Victoria.

Working Environment

The position is located in Carlton, Victoria. In collaboration with a wide range of eye care, medical and health professional associations, Optometry Victoria South Australia promotes and develops the important role of optometry in providing primary eye care services throughout Victoria and South Australia.

Working Relationships

This position reports directly to the Member Services and Policy Manager. Please see the following Organisation Chart of existing staffing structure and reporting lines:



External Relationships

This position requires the development and effective maintenance of professional relationships with a variety of external stakeholders, most particularly members, but also government departments, local government representatives, key influencers in the eye health sector, and Optometry Australia's other member state associations as required.

Major Accountabilities

- Undertake research and draft background papers on a range of eye health and related issues.
- Contribute to the development of a range of written resources and documents including position statements, submissions, fact sheets, website and social media content, and other documents as required, for a range of audiences.
- Provide policy advice to the Member Services and Policy Manager, CEO, Optometry Victoria South Australia members and other stakeholders as required.
- Contribute to the development of advocacy strategies to promote and advance Optometry Victoria South Australia's policy positions and campaigns.
- Liaise with a range of external stakeholders including Optometry Victoria South Australia members, government departments and related eye health and other organisations.
- Provide secretariat support to Optometry Victoria South Australia's Optometric Clinical and Policy Committee Victoria (OCPCV), including attendance at meetings, minute taking, and liaison with the Chair and committee members.
- Represent Optometry Victoria South Australia at relevant meetings and activities, as required.
- Work collaboratively with key internal stakeholders in particular Optometry Victoria South Australia's Member Services and Policy Manager, Special Advisor Member Services and Policy South Australia, Member Liaison Officers, Optometry Australia staff and others as required.

- Provide information, advice, support and resources to Optometry Victoria South Australia members on a range of eye health, professional and business queries.
- Other duties as required.

Essential key selection criteria

1. Tertiary qualification in public policy, social sciences, arts, law or relevant degree, or equivalent experience in a similar role.
2. Demonstrated analysis and critical thinking skills, and the ability to interpret complex information rapidly and accurately.
3. Demonstrated understanding or experience in policy development, advocacy, implementation and evaluation.
4. Demonstrated, high level oral and written communication skills including the ability to communicate effectively with a range of audiences and build relationships with key stakeholders.
5. High level organisational skills including the ability to effectively multi-task, meet tight deadlines and deliver high quality outcomes.
6. Demonstrated ability to work in a small team and independently, and display initiative and sound decision making.

Desirable key selection criteria

1. Optometric qualification is desirable, but not essential.
2. Experience or familiarity with the eye health or allied health sectors is highly desirable, but not essential.

Performance criteria

In addition to being measured against this Position Description, specific Key Performance Indicators (KPIs) have been developed, detailing quantifiable outcomes against which the successful candidate will be measured.

Hours of work

Up to 19 hours per week, worked flexibly between 8.00am and 8.00pm Monday to Friday. Flexibility around when such hours are to be worked to be negotiated as a part of the recruitment process. Occasional evening and weekend work will be needed to meet service requirements.

Other conditions

- It is envisaged that the incumbent will commence in January 2019 or sooner as negotiated;
- A total remuneration package (circa \$88K, inclusive of superannuation, pro-rata at 0.5 EFT) will be negotiated with the successful incumbent commensurate with skills and experience;
- The position is subject to a six month probation period, and
- Any job offer will be conditional upon the provision of original documents confirming identity and qualifications as well as a successful police check.

To apply, candidates are asked to submit:

1. a cover letter;
2. a resume (no longer than five pages), and
3. a brief statement addressing each of the essential, and where relevant desirable, key selection criteria listed above.

Applications are to be addressed to Pete Haydon, CEO, and submitted to m.andrews@optometry.org.au by 9am Monday 2 December 2019. For any further information please contact Michelle Marven, Member Services and Policy Manager on 03 9652 9100 or m.marven@optometry.org.au