

POSITION TITLE:

Senior Policy Adviser

This position sits within the Community Strengthening & Infrastructure (CSI) policy team. The focus policy areas will be transport and emergency management. As a key member of the CSI team, the position will contribute to broader team strategy and policy responses as required.

BACKGROUND

About the MAV

The Municipal Association of Victoria (MAV) was formed in 1879 and the *Municipal Association Act 1907* anointed the MAV the official voice of local government in Victoria.

As the peak representative and lobbying body for Victorian councils our role is to represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile and help ensure its long-term security.

Our services include policy advice and advocacy, capacity building programs including networking events and topic-based workshops, and we facilitate strengthened relationships with other levels of government, industry bodies and members.

The success of the MAV stems from its people and the MAV prides itself on its quality team of staff and consultants who work to ensure that the needs of our members are met, and that the MAV is well positioned to fulfil its purpose.

The staffing profile of the MAV includes:

- staff funded from membership subscription whose primary focus is policy support and advice, capacity-building programs and representation of Victorian councils
- staff funded from State or Commonwealth grants to deliver specific programs and support to Victorian councils
- specialist consultants to supplement the skills of the staff within the organisation and provide support across a range of functions including finance, insurance scheme management and business development.

Victorian councils plan and deliver services to their communities across a broad range of areas. Policy areas of relevance to this position include:

- emergency management including planning, relief and recovery
- planning and public space
- public health and wellbeing
- gender equality
- diversity and inclusion
- family violence prevention
- community services, including maternal and child health, early years, arts and culture, positive aging, disability, libraries, and sport and recreation

Our Purpose

Lead, support and empower councils to best serve Victorian communities.

Our Aspiration

We are the influential and trusted peak body for an innovative, sustainable and high-performing Victorian local government sector.

Our Values

- **Walk the Talk:** We are guided by our principles in everything we do
- **Lead with Impact:** We empower and inspire our people to lead with courage and purpose
- **Service Excellence:** We provide excellent service
- **Our Smarts:** We use our collective intelligence (IQ & EQ) and expertise to achieve results
- **Care & Responsibility:** We care about our organisation, our people, our members and our community

About the Role

The Senior Policy Adviser is part of the Community Strengthening & Infrastructure policy team which covers a broad range of issues including transport and infrastructure; emergency management; cyber security; gender equality; prevention of family and gender-based violence; sport & recreation; arts & culture.

The Senior Policy Adviser will drive analysis and advice on policy options and recommendations, draft submissions in key policy areas and contribute to broader MAV strategic policy and advocacy objectives. They will engage and collaborate with members, key stakeholders and subject-matter experts to develop and advance policy priorities and respond to legislative, regulatory and policy reform that affects Victorian councils.

The primary areas of responsibility for this position are:

- Emergency management & community strengthening
- Transport and infrastructure, and
- Provision of support with other policy areas as required.

POSITION PROFILE

The purpose of this document is to clearly articulate the key responsibility and accountability areas for this position. Position profiles within the MAV are reviewed on a regular basis. This approach ensures that they are relevant, useful and clearly reflect current strategic objectives of the organisation as well as role-specific accountability areas, tasks and desired outcomes.

CONDITIONS:	This is a permanent full-time position. The position is subject to a six-month probationary period from the commencement date.
TOTAL EMPLOYMENT COST:	A salary of \$100,000 - \$115,000 per annum plus 10.5% superannuation, subject to the experience and expertise of the successful applicant
REPORTS TO:	Manager Infrastructure and Community Strengthening
DIRECT REPORTS:	NIL
KEY RELATIONSHIPS:	<p>EXTERNAL:</p> <ul style="list-style-type: none"> • Local government – both officers and councillors • State government – various departments and agencies • Other relevant industry bodies and associations <p>INTERNAL:</p> <ul style="list-style-type: none"> • MAV Board • CEO • Executive Director, Policy & Advocacy • Policy & Advocacy Team • Communications • Events

THE POSITION

<p>POSITION AND KEY DUTIES</p>	<p>The position contributes to the strategic objectives of the MAV by developing policy and strategic advice, and by representing and advocating the interests of local government.</p> <p>You will be required to:</p> <ul style="list-style-type: none"> • Provide policy advice and support across a broad range of policy matters to the CEO, Board, Board committees and members • Review and analyse State and Commonwealth legislation, policy and initiatives to determine the implications for and actions required by local government • Prepare submissions to State and Commonwealth policy and legislative initiatives • Establish, maintain and enhance relationships with state and local government (and other key stakeholders) to develop strategic alliances and assist local government • Represent the sector on state-level committees and working groups • Contribute to MAV strategic policy development • Develop and manage MAV projects that support the functions of local government • Develop forums and events to facilitate communications and information sharing with councils • Contribute to general MAV activities, particularly councillor development, media and corporate communications as required • Undertake other duties as may be required by the MAV.
<p>CONTEXT</p>	<p>The work and priorities of the Senior Policy Adviser are confirmed through a policy manager. A workplan is prepared annually and reviewed periodically. Priority issues for the MAV are articulated in the MAV's Strategic Plan and MAV State Council Resolutions. Issues may be brought to the attention of the officer through direct contact with councils, the Board, CEO or other networks.</p>
<p>BOUNDARIES</p>	<p>The level of decision making for this position is defined by:</p> <ul style="list-style-type: none"> • The level of complexity of the issue • The degree of strategic judgement involved • The extent of resourcing (staff or financial) • The implications for the approved workplan <p>Issues communicated to the adviser should be passed to the policy manager when:</p> <ul style="list-style-type: none"> • They are perceived to be high-risk in terms of publicity, staff relations or other organisational impact; • Have yet to be sufficiently tested within local government; or • Are sensitive for any other reason

POSITION SPECIFICATION – SELECTION CRITERIA

<p>SELECTION CRITERIA</p>	<p>The position requires:</p> <ol style="list-style-type: none"> 1. Minimum three to five years' experience in emergency management, community strengthening, transport, infrastructure or related policy areas 2. Strong analytical skills - the ability to research and investigate issues and synthesise complex stakeholder feedback 3. Excellent writing skills with the ability to draft clear, high-quality reports, briefs, submissions, board papers and recommendations 4. Demonstrated ability to provide policy advice in government, the public sector or a similar political environment. 5. Strong interpersonal and negotiating skills, with the ability to develop and maintain excellent working relationships with a range of stakeholders, and represent an organisation effectively and professionally 6. Strong organisational skills including task prioritisation and time management to handle multiple matters at the same time and meet competing deadlines 7. Digital and technological competencies including use of digital tools in a range of communication, engagement and other projects <p>Specialist expertise:</p> <ol style="list-style-type: none"> 8. Awareness of the range of policy issues affecting the local government sector 9. Strong understanding of government and the political context in which the MAV operates. <p>Desirable/Required Qualifications</p> <ul style="list-style-type: none"> • A tertiary qualification in public policy or similar is required.
<p>REQUIRED</p>	<ul style="list-style-type: none"> • Satisfactory National Police Clearance (no more than 12 months old) • Evidence of 'up to date' COVID-19 vaccination status (third/fourth dose)

ADDITIONAL INFORMATION

LOCATION	This role is located at Level 5, 1 Nicholson Street Melbourne. The MAV is operating in a flexible hybrid environment. Some travel to regional and/or rural locations in Victoria may be required.
EQUAL EMPLOYMENT OPPORTUNITY	The MAV is an Equal Employment Opportunity employer committed to fairness, diversity and respect.
OCCUPATIONAL HEALTH AND SAFETY	<p>In the context of Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:</p> <ul style="list-style-type: none"> • Follow reasonable instruction • Cooperate with their employer • At all times, take reasonable care for the safety of others in the MAV workplace
FLEXIBILITY	Applicants requiring flexibility in relation to hours and location are encouraged to apply. Flexible work arrangement are based on business requirements.

APPLICATION DETAILS

Applications are due by midday on Monday, 6 February 2023.

Please send your application to HResources@mav.asn.au with the following:

- Cover letter
- Address to the key selection criteria (Note that applications that do not address the key selection criteria will not be considered)
- Curriculum vitae.

For any enquires regarding the position please contact Emma Lake, Manager Infrastructure and Community Strengthening on 03 9667 5532 or via email elake@mav.asn.au

The MAV reserves the right to hire prior to the closing date.

Privacy Notification

The MAV is bound by Victorian privacy laws. For information on our privacy practices contact Celia Robinson, Manager Governance via email crobinson@mav.asn.au or call 03 9667 5535.