

POSITION TITLE:

Early Years Policy Adviser

BACKGROUND

This position is located within the Municipal Association of Victoria, which has a commitment to employing people who are passionate about the work they do and about local government.

The MAV is the peak representative and lobbying body for Victoria's 79 councils and was formed in 1879. The Municipal Association Act 1907 anointed the MAV the official voice of local government in Victoria.

Today, the MAV is a driving and influential force behind a strong and strategically positioned local government sector. Our role, broadly speaking is to represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance services to local government.

The success of the MAV stems from its people and the Association has prided itself on building a quality team of staff and consultants to ensure that the needs of its members are met, and that the MAV is well positioned to fulfil its purpose.

The staffing profile of the MAV has a mixture of:

- staff funded from membership subscription whose primary focus is policy support and advice, capacity-building programs and the 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

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 role supports the Children and Families team, councils and the Department of Education by:

- providing local government advice regarding early childhood initiatives that support the access to and participation of children in kindergarten, with a particular focus on those experiencing vulnerability and disadvantage
- supporting the planning and delivery of strategic engagement with councils and other stakeholders
- undertaking research and analysis of key policies as they apply to early years
- preparing relevant documentation, reports, correspondence and information for internal and external use.
- undertaking a range of tasks and duties as required to support the work of the Children and Families team

The role is located in the Community Services Department and works as part of the Children and Families team.

The position requires capability to influence and advocate for local government to deliver solutions to complex problems, meet deadlines and a thorough knowledge of the roles of local government and the Department of Education in the early years sector in Victoria.

POSITION PROFILE

This document articulates the key responsibility and accountability areas for this position.

<p>REPORTS TO:</p>	<p>Manager, Community Services</p>
<p>OTHER KEY RELATIONSHIPS:</p>	<p>EXTERNAL:</p> <ul style="list-style-type: none"> • Department of Education • Department of Families, Fairness and Housing • Department of Health • Member councils, including Human Services staff and Early Years Managers • Government and key peak early years organisations <p>INTERNAL:</p> <ul style="list-style-type: none"> • Director, Policy & Advocacy • Maternal and Child Health Policy Adviser • Early Years Policy Adviser • Kindergarten Reform Expansion team • CALD Policy Adviser • Policy managers and staff

THE POSITION

PURPOSE AND KEY DUTIES

The position contributes to the overall policy and advocacy in the early years sector for councils and the MAV. The role has a responsibility to ensure that it delivers on the DET funding requirements outlined in the funding agreement.

Policy and Advocacy

- Provide strategic advice and implement activities to address identified opportunities and risks
- Deliver accurate and information and plans on the work involved and related issues
- Take a leadership role in supporting the work of the MAV Children and Families team and their projects

Change management

- Work with councils and DET to support their work in implementing kindergarten reforms and policy initiatives
- Communicate with influence and negotiate persuasively
- Contribute to and help shape strategic thinking to ensure a continuous improvement approach to the early years work
- Develop productive relationships with internal and external stakeholders

Knowledge

- Inform the role utilising well developed knowledge of local government and its role in in the early years sector
- An in depth understanding of overall early years sector, including MCH and how it supports children and families
- Represent MAV and local government on consultative and advisory groups
- Provide specialist advice to councils and other key stakeholders
- Understand the State Government policy directions with the Kindergarten Reforms
- Understand the Compact, OoHC Agreement and CRES

Communications

- Contribute to MAV communications including MAV Children and Families Update, any relevant advocacy campaigns, and MAV newsletters
- Contribute to the Community Services Communications Plan
- Prepare relevant documents including correspondence, policy positions and submissions

BOUNDARIES

The position is expected to exercise sound judgment and decision-making abilities, having regard for the environment within which local government and the MAV operates.

When issues emerge in the work that are of a higher level of complexity; they should be discussed with the Manager, Community Services for the purpose of informing and seeking advice before implementing a proposed solution.

POSITION SPECIFICATION – SELECTION CRITERIA

**SELECTION
CRITERIA**

The position requires:

1. Excellent interpersonal and relationship building skills, with the ability to build and maintain strong working relationships with State and Local government, and other stakeholders.
2. Well-developed policy and advocacy skills with a proven track record of delivering outcomes.
3. Experience and understanding of the Victorian and local government context about Early Childhood Education and Care and Maternal and Child Health.
4. Well-developed written and verbal communications skills, with the ability to clearly and concisely present information
5. Experience and skills operating in a complex, time critical, dynamic, and issues-rich environment that is politically sensitive and rapidly changing.
6. Demonstrated experience in using multi-media and communications platforms
7. Outstanding self-management capability, and the ability to work both autonomously and to collaborate with others.

ADDITIONAL INFORMATION

LOCATION

This role is located at Level 5, 1 Nicholson Street Melbourne. The MAV is operating in a flexible hybrid environment.

**EQUAL
EMPLOYMENT
OPPORTUNITY**

The MAV is an Equal Employment Opportunity employer committed to fairness, diversity and respect.

**OCCUPATIONAL
HEALTH AND
SAFETY**

In the context of Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:

- 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 on **Monday 10 February, 5.00pm** and must address the key selection criteria outlined in the position description. Applications are to be sent to HResources@mav.asn.au

For any enquires regarding the position please contact Wendy Allan, Early Years Policy Adviser on wallan@mav.asn.au or 0423 564 982.

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 email astandish@mav.asn.au or call 03 9667 5555.