

POSITION DESCRIPTION

Position Title:	Senior Advocacy Officer
Grading:	Manager Level 3
Status:	Part time – 24 hours per week Fixed term contract to December 2025. Extension pending renewal of funded contract.
Location:	Newington: Research Centre
Responsible to:	Director Research Centre
Links with:	Senior Policy Officer and relevant Executive
Responsible for:	Nil

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. We are an independent not-for-profit organisation and engage in advocacy to support reproductive and sexual health and rights in state-wide, national and international forums.

Family Planning Australia is committed to excellence in providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers through education and training, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the health and rights of people in the Pacific.

Position Overview

The Senior Advocacy Officer plays a leading role in coordinating and implementing Family Planning Australia's engagement with parliamentarians and other international organisations, primarily through coordinating a parliamentary group focused on sexual and reproductive health and rights as a priority for international development.

This position will focus on increasing influence and impact at the national and international level, linking local project work and organisation priorities to structural drivers of reproductive and sexual health and rights promotion in global dialogue. The position requires effective engagement with a range of Australian and international representatives of government and civil society organisations, coordinating events and analysing and developing policy and advocacy documents and tools.

Selection Criteria

Essential

- Degree qualifications and relevant experience in health, advocacy, government or a related discipline
- Proven success in managing projects and facilitating highly effective stakeholder management
- Superior negotiation, interpersonal, oral and written communication skills
- Demonstrated capability and experience in developing and presenting policy briefings, high-level meetings, policy submissions and fostering diverse stakeholder support to advance Australia's and the Pacific regions' health and human rights commitments
- Understanding of priority reproductive and sexual health and rights issues in the Australian and Pacific context
- Demonstrated good judgement in the provision of advice on advocacy and public affairs
- Ability to coordinate projects within timeframe and budget constraints
- High level computer literacy, specifically Microsoft Office applications
- Capacity and willingness to travel domestically and overseas as required

- Must have full permanent working rights in Australia

Desirable

- Relevant post-graduate qualification
- Demonstrated knowledge of and experience working in international political processes relating to reproductive and sexual health and rights

Other requirements:

- A Criminal Record Check and Working with Children Check are required prior to commencement in this role.

Values

- Family Planning Australia is a pro-choice organisation.
 - All staff at Family Planning Australia are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
-

Key Responsibilities

- Manage and coordinate the Australian Parliamentary Group on Population Development project, liaising with key internal and external stakeholders as required.
- In consultation with the CEO, Executive and Senior Policy Officer:
 - prepare reports, submissions, briefing papers and correspondence relating to Australian Parliamentary Group on Population Development project and relevant international advocacy opportunities
 - explore and develop policy on reproductive and sexual health relevant to international and domestic advocacy opportunities
 - enhance FPA key external messages at both the domestic and international level
- Monitor developments in domestic and international reproductive and sexual health issues in consultation with the Senior Policy Officer and recommend action.
- Collate reproductive and sexual health information from a range of published and unpublished sources and utilise this information for relevant domestic and international advocacy opportunities.
- Build FPA's domestic and international network and enhance FPA's relationship with stakeholders, including parliamentarians, relevant parliamentary networks, multilateral and regional organisations, and the global civil society network.
- Engage with international political processes relating to reproductive and sexual health and rights, including but not limited to, the High-Level Political Forum on Sustainable Development, International Conference on Population and Development, the Commission on Population and Development, and the Pacific Islands Forum.
- Build organisational knowledge, skills and capacity regarding domestic and international advocacy processes relating to reproductive and sexual health and rights.
- Undertake other relevant duties as directed by the Director Research Centre and CEO.

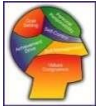



Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA.

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Highly Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Highly Advanced
	Work Collaboratively Collaborate with others and value their contribution	Highly Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Highly Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Advanced

Verification:

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: