

Position Description - Schedule B

Position: Policy & Advocacy Officer

Reporting to: Chief Executive

Purpose of the position:

To support Deaf Aotearoa’s advocacy work to influence Government policy and improve outcomes for Deaf New Zealanders.

Key Internal Relationships:

Chief Executive, Executive Board of Deaf Aotearoa, Leadership Team, Deaf Aotearoa staff

Key External Relationships:

The Deaf Community, Government Ministries, Ministers and MPs, Disability sector

Key Responsibilities	Expected Outcomes
<p>Research, Reporting and Policy Writing</p> <ul style="list-style-type: none"> • Identify, research and analyse government policy concepts, complex policy issues, possible legal implications, and the impact of proposed policies for Deaf Aotearoa • Prepare and draft policy documents, legislation, regulations and guidelines • To develop policy positions and to communicate these to influence the external policy environment • Prepare and provide input to advocacy campaigns and review effectiveness upon completion • Carry out consultation with Deaf Aotearoa members prior to developing submissions • Prepare materials for select committee hearings 	<ul style="list-style-type: none"> • Deaf Aotearoa’s Chief Executive, Executive Board and Leadership Team are provided with high quality policy and advocacy advice • Deaf Aotearoa is able to advocate effectively on behalf of the Deaf community to effect positive change • Deaf Aotearoa is able to influence change at the highest levels • Deaf Aotearoa is able to be proactive in its response to policy proposals • The Deaf community are involved in and contribute to the direction and development of policy submissions and advocacy work



<ul style="list-style-type: none"> • Prepare, draft and submit submissions on legislation • Review documents and material prepared by staff to ensure quality, accuracy and consistency 	<ul style="list-style-type: none"> • Submissions are accurate, of high quality and are able to be submitted in the required timeframe. • Staff are well prepared when advocating on local and systemic issues
<p>DPO Coalition</p> <ul style="list-style-type: none"> • Works with and supports Deaf Aotearoa representatives to the DPO Coalition and related working groups 	<ul style="list-style-type: none"> • Deaf Aotearoa DPO representatives are fully informed and prepared • Deaf Aotearoa is up to date with national and international information and developments that may affect the Deaf community
<p>Media/Communications</p> <ul style="list-style-type: none"> • Monitors situations which may require a public response/comment from Deaf Aotearoa and prepares possible responses and talking points for the Chief Executive’s consideration and use 	<ul style="list-style-type: none"> • The Chief Executive and Executive Board are fully prepared to answer media requests as they occur • Deaf Aotearoa and the Deaf community’s position in relation to recent, current and future issues is included in national and local conversations, forums and communications
<p>Operational Excellence</p> <ul style="list-style-type: none"> • Escalate any matters of concern without delay to the Chief Executive to ensure that any issues are dealt with effectively. • Processes are in place which highlight any areas of organisational risk. 	<ul style="list-style-type: none"> • The Chief Executive has full disclosure and analysis of policies that could impact the organisation • Risks are identified early and managed appropriately.



<ul style="list-style-type: none"> • Works with flexibility and does whatever it takes to get the job done by accepting the responsibility to provide high quality information and advice. • Contribute to continuous improvement of processes, tools and frameworks within the wider team • Cultivate and build collaborative and positive relationships with stakeholders at all levels. • Manage external relationships, including working with legislators and policy makers to achieve policy change 	<ul style="list-style-type: none"> • Workload is prioritised to ensure that the needs of the organisation are met. • Management are provided with high quality policy information and guidance. • Opportunities are identified and acted upon as required. • Advocacy work, policies and submissions have the support of key stakeholders • Deaf Aotearoa is seen as a professional and credible organisation within the Deaf, health, disability and wider NGO sector.
<p>Professional Expectations</p> <ul style="list-style-type: none"> • To be an effective team member • To perform to work standards and legal requirements in line with Deaf Aotearoa policies and guidelines • Raises any concerns directly with their line manager and is responsible for ensuring that issues are respectfully escalated to the right person for resolution at the earliest opportunity 	<ul style="list-style-type: none"> • Demonstrates a willingness and ability to work as a team • Works in a flexible manner • Provides support to colleagues • Demonstrates initiative – ability to think for self and offer ideas • Policies, procedures, relevant legislation, and standards of practice e.g. Privacy, Health and Safety are followed and complied with • Staff are accountable for their own actions and contribute to a positive workplace culture
<p>Training – General & Personal Development</p> <ul style="list-style-type: none"> • Participates in meetings, training and in-service education 	<ul style="list-style-type: none"> • Attends and actively contributes to team meetings, training and

<ul style="list-style-type: none"> • Assists in setting and evaluating goals and objectives for self, others and the wider team 	<ul style="list-style-type: none"> professional development opportunities • Has an annual performance appraisal • Training is ongoing
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Required Qualifications, Knowledge, Skills and Experience:

- Ongoing Commitment to Deaf Aotearoa’s Vision and Mission
 - Experience working in the Deaf community
 - Functional knowledge of New Zealand Sign Language appropriate to the role or fluency in Auslan, BSL, ASL or International Sign
- Tertiary qualification or significant experience in policy or a role related discipline
- Understanding and experience of government and policy processes
- Strong understanding of advocacy principles
- Ability to work collaboratively with partners in the disability community
- Ability to work under pressure and to deadlines with high accuracy
- Excellent research and report writing skills
- Strong analytical skills and ability to evaluate information and data
- Ability to communicate clearly and concisely to a variety of audiences
- Extensive communication and presentation skills
- Strong relationship building skills
- Resourceful, resilient and flexible, able to take the initiative and work with minimal supervision
- Understanding of the need to be responsible for the health & safety of self and others
- Ongoing Commitment to the Treaty of Waitangi Principles
- Experience/knowledge of Tikanga Māori
- Skilled in using a variety of IT systems and applications, proficient in using Microsoft Office

Staff Signature

Date