



POSITION DESCRIPTION

Position Title:	Advocacy and Policy Manager
Location:	National Secretariat, Brisbane-based
Employment Status:	Full-time – 3 Year Contract
Reporting Relationships:	Chief Executive Officer
Date:	June 2021

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.



- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award winning profit for purpose organisation and national peak health and advisory body. Before applying for this role we encourage you to do your research about Lung Foundation by reading our Annual Impact Report

<https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices Brisbane, Sydney (the fundraising and development team), Melbourne (clinical programs, research and innovation) and have a flexible working from home policy with staff working from regional centres. We are fortunate to be supported by a team of dedicated volunteers of patients and care givers and health professionals and medical researchers.

SECTION 2

POSITION SUMMARY

THE PURPOSE OF THE POSITION:

To support the CEO and Leadership Team with high quality human resource and industrial relations advice, policy and processes to ensure our team and workplaces are contributing to improving outcomes for people impacted directly or indirectly by lung disease.

The role provides strategic advice and expertise on national and global policy relating to lung health and disease(s).

As a member of the national leadership team you are accountable for the development of the Foundation's policy and advocacy annual plan and associated stakeholder engagement strategy to formulate and deliver this plan. The Manager will prepare high quality policy and position papers (including budget submissions) and advocate for new investment and partnerships on behalf of the Lung Foundation Australia.

You will engage with relevant key stakeholders, including parliamentarians, government | departmental personnel and peak organisations to ensure lung health remains a priority. The Manager will also facilitate consumer contributions to agreed policy positions.

Lung Foundation Australia prides itself on ensuring policy and services are informed by the latest available evidence. The advocacy program's impact, consummate with a process of

ongoing environmental scans, is informed by analysing relevant legislative and policy issues, recognising political, economic and financial risks and opportunities.

The Lung Foundation has several established clinical partnerships and research platforms that are asked to support advocacy and policy. These include:

- Lung Foundation Australia Clinical | Research Council and the Consumer Council
- Various patient advisory groups representing a broad range of diseases and conditions

KEY RESPONSIBILITIES

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
Policy and Advocacy	<ul style="list-style-type: none"> • Provide advocacy leadership on State and National lung health priorities taking direction from the National Lung Health Strategy Action Plan and the Blueprint for Lung Cancer. • Develop, monitor and implement an annual policy and advocacy plan for Board and CEO approval. • Lead the research of, development and delivery of proactive and responsive policy and budget submissions to the benefit of LFA. • Maintain strong and effective relationships with relevant ministerial and departmental contacts. • Engage with staff from other lung health and consumer health peak bodies. • Lead the Consumers in Advocacy 'Your Voice' Project. 	<ul style="list-style-type: none"> • No. and quality of policy and advocacy papers linked to evidence completed • No. of budget and parliamentary papers translating into investment in lung health (increases over time particularly State, Territory and Australian Government funding) • Increased participation of LFA in national and state lung health policy matters and decisions across all diseases and conditions. • The degree to which the recommendations of the National Lung Health Strategy and Lung Cancer Blueprint are enacted as reported in the annual Score Card
Stakeholder Management Relationships & Communications	<ul style="list-style-type: none"> • In partnership with the LFA GM Development and Senior Manager Marketing translate policy issues into key messages able to be understood by a wide audience. • Harness the team's and sector's combined experience to articulate 	<ul style="list-style-type: none"> • The degree to which LFA participates and adds value to government and other stakeholder committees including PBAC submissions • Strong stakeholder engagement is evident in the development of policy and advocacy materials, position papers and submissions

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
	lung health priorities to government.	<ul style="list-style-type: none"> • Submissions etc. are culturally appropriate and considerate • Sustainable multi-year relationships are developed and maintained • Annual policy environmental scan report is completed and integrated into business planning process
Engagement	<ul style="list-style-type: none"> • Effectively engage with clinicians, consumers, researchers and stakeholder bodies as required to develop advocacy and policy papers. • Engage with health consumers to assist in the understanding of key national advocacy and policy issues. • Implement areas of responsibility in the LFA Consumer Engagement Strategy. 	<ul style="list-style-type: none"> • Advocacy projects are consistent with the Lung Foundation Australia corporate strategy and policy • Targets for participation in the National Lung Health Survey are achieved and information incorporated into policy briefs • No. and quality of PBAC and MBS submissions completed and uptake by Government as new treatments, medications or services • Successful implementation of the 'Your Voice' Project and associated satisfaction of partners (consumer and clinical advocates in the project)
Innovation	<ul style="list-style-type: none"> • Oversee the design and development of the National Lung Health Scorecard. • Keep up to date of competitor activity and make recommendations. 	<ul style="list-style-type: none"> • Completion of the annual National Lung Health Scorecard • Competitor activity reported
Workplace Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with legislative and Lung Foundation Australia WHS policy. • Ensure a safe working environment for self and others. 	<ul style="list-style-type: none"> • All Workplace health and safety programs are followed to ensure a safe working environment for self and others.
Team Leadership	<ul style="list-style-type: none"> • Working in consultation with the CEO and in collaboration with key senior staff in order to achieve organisational policy and advocacy goals. 	<ul style="list-style-type: none"> • Work plans developed and delivered annually. • Budgets planned, monitored and achieved. • Synergy with the team at corporate and divisional level to

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
	<ul style="list-style-type: none"> • Provide mentoring and coaching for all staff relevant to advocacy and policy matters. • Ensure cross organisation communication of all relevant projects is sustained. • Work collaboratively to provide support to campaigns and the necessary tools and support to achieve key performance targets for all areas within the organisation as a shared service. 	<ul style="list-style-type: none"> • achieve performance excellence. • Team goals and targets are met or exceeded as per the Voice Survey
Team Membership	<ul style="list-style-type: none"> • Follow Lung Foundation Australia values, policies, procedures and statutory obligations. • Play an active leadership role in the National Leadership Team. • Participate in Lung Foundation Australia events and meetings as required. • Assist the Chief Executive Officer as and when with ad hoc projects. 	<ul style="list-style-type: none"> • Team building activities planned and delivered at least annually. • Ad hoc project work plan, as needed developed in consultation with Chief Executive Officer.

SECTION 3

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications (preferably post graduate) in any of the following disciplines: population health, community development, consumer health engagement, advocacy and or chronic disease management.
- A min of 5 years leadership experience in a government relations or advocacy role in a recognised national or state organisation, government entity or community group
- A highly developed understanding of lung disease, chronic disease, consumer engagement, population health programs and research | evaluation activities
- Exceptional analytical, policy development and research skills
- A proven ability to research, develop and communicate high level policy to government and other stakeholders

- Proven ability to develop strategic long-term meaningful partnerships with a diverse range of internal and external clinical and research stakeholders including industry partners
- Demonstrated ability to lead, motivate and reward a team of staff (and volunteers) to achieve organisational goals, targets and performance excellence
- A demonstrated commitment to work in a cross functional team environment and not in silos
- Highly developed interpersonal and written communication skills
- Highly developed use of Microsoft Office software

Important notes:

- The role will require regular interstate travel including overnight stays and occasional weekend work
- A time in lieu policy applies in lieu of overtime
- Flexible rostering applies
- LFA as part of its work life balance program seeks to provide six months' notice of major events and travel
- Travel is via economy class or subject to funding
- You may retain all frequent flyer points to be used at your discretion
- An Employee Assistance Program (EAP) is funded by the employer for business and private access

SECTION 4

REPORTING RELATIONSHIPS

Reports to Chief Executive Officer

KEY RELATIONSHIPS

General Manager Consumer Health Programs and Partnership
 General Manager Clinical Programs, Research and Innovation
 General Manager Corporate Services
 General Manager Development
 Lung Foundation Australia Clinical and Research Council
 Lung Foundation Australia Consumer Council
 Lung Foundation Australia Research and Disease Specific Advisory Groups
 Government Departments
 Ministerial Offices and Officers
 Industry and other partners

SECTION 5

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place quarterly with the CEO.

DRAFT KEY PERFORMANCE INDICATORS (KPIs)

- Achievement of the Foundation's Advocacy Plan
- Growth of advocacy collaborations (new partnerships and sustained partnerships)



- Growth of consumer advocacy strategy (as part of the Consumer Engagement Strategy - new, sustained and refunded)
- Growth of funding by Government and others in the programs as measured against budget (measured over time)
- Adherence with policy, procedures, budget and reporting timelines
- Committee | Stakeholder satisfaction via informed feedback and demonstrated actioning of such feedback
- Application of the Foundation's Code of Conduct

SECTION 6

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

Advocacy and Policy Manager

Date

Chief Executive Officer

Date

Version control

Approved by CEO

June 2021 - Final

Review date

June 2023