

Position Title	Senior Manager, Policy and Projects
Location	Brisbane
Team	Policy, Advocacy & Prevention
Employment Status	Full-time , 2-year fixed-term contract
Reports to	General Manager, Policy, Advocacy & Prevention
Direct Reports	3-4
Version	January 2025

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. 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. Lung Foundation Australia is an Employer of Choice.

Lung Foundation Australia is embarking on a new corporate strategy following five years of sustained growth in brand, influence, funding, and reach. Our strong performance saw the Lung Foundation Australia named Non-Government Organisation of the Year in 2020 and 2023 and The Voice Projects Best Place to Work in 2020, 2021 and 2023. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report

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

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next five years, Lung Foundation Australia is anticipated to increase its headcount by 100%+ as new offices are opened, and new projects are commenced.

SECTION 2

PURPOSE OF THIS ROLE

Working as part of the organisations Policy, Advocacy and Prevention Department, you will lead a small team in the development, translation and implementation of evidence-based and consumer informed policy and projects. The role provides strategic advice and expertise on national and global policy relating to lung health and disease(s) including the prevention of such.

Lung Foundation Australia prides itself on ensuring policy and services are informed by the latest available evidence and consumer need. You will maintain and enhance this process of providing high quality policy advice to inform and reform government policy and practice. This will be complemented by proactive engagement with relevant key stakeholders, including departmental personnel and peak organisations to ensure lung health remains a priority.

The Senior Manager will drive effective policy development and change by ensuring political, economic and financial risks and opportunities are proactively considered and addressed. You are accountable for the development of the Foundation's policy agenda annually and associated stakeholder engagement strategy to formulate and deliver on this plan.

The Senior Manager will lead the team in the preparation of high-quality policy papers and the development, implementation, monitoring and evaluation of externally funded projects. Collaborating with the General Manager, you will also support the advocacy for new investment and partnerships on behalf of the Lung Foundation Australia.

As a member of the Senior Leadership Team you will regularly provide strategic advice internally and represent the organisation in various government and public forums.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

Degree in public policy, health, law, or other relevant field.

Experience

Essential:

- At least 5 years experience in public policy, health promotion or a related role, with a strong track record of innovative and successful policy development and project management.
- At least 5 years experience at a senior level working in a fast-paced environment with multiple competing deadlines.
- Experience managing employees.

Desirable:

- Familiarity with health NGOs (lung health, chronic disease or preventive health) and the specific policy issues they face.
- Experience managing state and national government grants, including reporting and budgeting.

Knowledge and Skills

- Excellent written and verbal communication, negotiation and interpersonal skills including a proven track record of briefing senior executives
- Proven ability to operate at a senior level to develop and deliver strategic policy advice, including position statements and reports, that influences change.
- Exceptional analytical skills and the ability to research, interpret and communicate complex policy and regulatory information for a range of audiences.
- Successful development and implementation of innovative and proactive policy positions and associated advocacy and communications campaigns to achieve positive change.
- 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, develop and reward a team of staff (and volunteers) to achieve organisational goals, targets, and performance excellence
- Demonstrated project management experience, with the ability to develop, implement, monitor and evaluate strategic projects
- Prior experience in managing government grants, including reporting and budgeting, with the ability to manage multiple projects in a fast-paced environment
- Highly developed use of Microsoft Office software

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
Team contribution and effectiveness	<ul style="list-style-type: none">• Lead, supervise and motivate a small team, and ensure the team are on task and achieving relevant workplans• Build a positive team culture that contributes to the success of the project and LFA• Provide mentoring and coaching for staff relevant to policy and project matters.

Key Areas of Responsibility	Performance Outcomes
	<ul style="list-style-type: none"> • As part of the Senior Leadership Team, ensure cross organisation communication of all relevant projects is sustained. • Work closely with the General Manager, Policy, Advocacy and Prevention to achieve team workplans as well as the broader organisations policy and advocacy priorities. • Work in a consultative manner with the Senior Leadership Team, and in collaboration with the broader Policy, Advocacy and Prevention Department, to achieve organisational goals. • Positive contribution to team environment through the demonstration of behaviours that reflect LFA values – BE FAIR.
Changing public policy	<ul style="list-style-type: none"> • Develop and implement strategies to influence public policy and regulatory decisions in favour of the organisation's interests. • Lead the research, development and delivery of proactive and responsive evidence-based and consumer informed policy positions, submissions and briefings. • Monitor and analyse policy trends, proposed legislation, and regulatory changes, that may impact the organisation, providing timely updates and strategic advice to senior management and relevant subject matter experts. • Turn technical content into easy to digest, readable and readily understandable content for a range of different audiences. • Collaborate with the General Manager, Consumer Programs to integrate consumer identified priorities and the consumer voice in the achievement of agreed policy priorities. • Engage with consumers to assist in the understanding of key national and state policy issues, and implement areas of responsibility in the LFA Consumer Engagement Strategy. • Draft and disseminate regular reports, updates, and briefings to internal stakeholders on key legislative and regulatory issues. • Coordinate with the communications team to develop messaging and media strategies that support policy and advocacy objectives. • Utilise social media platforms, website and email newsletters to engage supporters and drive policy change.
Stakeholder Management Relationships & Communications	<ul style="list-style-type: none"> • In partnership with the Senior Manager, Marketing and Communications (and relevant team members), lead the translation of complex policy issues into key messages able to be understood by a wide audience. • Harness the team's and sector's combined experience to articulate lung health policy priorities to government. • Work collaboratively with external stakeholders to achieve shared policy objectives. • Proactively build and maintain strong relationships with staff from other lung health and consumer health peak bodies, relevant departmental contacts, and researchers at a state and national level.

Key Areas of Responsibility	Performance Outcomes
	<ul style="list-style-type: none"> • Coordinate and attend meetings, hearings, and events to represent the organisation's interests and build alliances with other stakeholders. • Work with the General Manager, Policy, Advocacy and Prevention to proactively deliver and respond to relevant political activity and announcements, ensuring alignment to advocacy objectives. • Engage with policymakers to communicate the organisation's stance on key issues and negotiate favourable outcomes. • Develop community facing communications on government changes, with support from the communications team. • Record and ensure data integrity of contact details, communications and other relevant information in the CRM. • Act as a spokesperson for the organisation at meetings and discussions and in the media as needed.
Project Management	<ul style="list-style-type: none"> • Collaborate with the General Manager, Policy, Advocacy and Prevention to develop, monitor, and implement relevant project plans for approval by the Board and CEO annually. • Activities are monitored, evaluated and data recorded on effectiveness of projects, including alignment to the agreed policy and advocacy agenda. • Compelling reports are delivered to funders as per contract requirements. • Lead the team in proactive development of projects that support the HPABP grant objectives and LFA's broader policy and advocacy agenda • Plan, develop, monitor, and proactively manage relevant project budgets to ensure appropriate budgeting controls are in place • Ensure all financial reports are provided on time and consistent with contractual obligations
Innovation	<ul style="list-style-type: none"> • Working closely with the GM, Policy, Advocacy and Prevention, proactively and strategically develop LFA's policy, advocacy and prevention agenda. • Seek funding opportunities for the team and wider organisation alongside the CEO and GMs. • Keep up to date of competitor activity and make recommendations.
Workplace Health & Safety	<ul style="list-style-type: none"> • Ensure a safe working environment for self and others, including when working from home. • Compliance with legislative and LFA WHS Policy.

SECTION 3

REPORTING RELATIONSHIPS

This position reports to the General Manager, Policy, Advocacy & Prevention.

EXTERNAL RELATIONSHIPS

This position works closely with a range of external stakeholders, in particular departmental personnel, researchers, non-government organisations, healthcare professionals and consumers.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the General Manager, Policy, Advocacy & Prevention.

SECTION 5

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.

(Employee name)

Date

Version control

Approved by CEO January 2025

Review date January 2026