

NORTHERN COMMUNITY LEGAL CENTRE POSITION DESCRIPTION

POSITION:	Policy and Evaluation Lead
EMPLOYMENT TYPE:	Part time
TENURE:	12-month contract with possible extension dependent on funding
POSITION HOURS:	up to 0.6 EFT
REPORTS TO:	Community Development Manager
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi-Business Agreement (MBA)
CLASSIFICATION:	SCHCADS
REMUNERATION:	SCHCADS Award Rate pro rata from \$84,849 - \$92,694 per annum plus salary packaging

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) formed in early 2016 following an amalgamation of the former Broadmeadows Community Legal Service and Moreland Community Legal Centre. The NCLC operates in one of the fastest growing and disadvantaged areas of Melbourne, and has a significant catchment including the Hume City Council, Moreland City Council and Mitchell Shire Council. The NCLC operates from a central office located in Broadmeadows, with outreach services to other service areas, including Wallan, Sunbury, Coburg, Glenroy, Fawkner and Craigieburn.

Our purpose is to ensure equal access to justice for all in Melbourne's North West and we do this by the provision legal services, community legal education and law reform aimed at the most vulnerable and disadvantaged people in Melbourne's North West. NCLC gives priority to victims/survivors of Family Violence, Refugees and newly arrived communities, people who have a diagnosed mental illness, young people and members of our community who have or are facing multiple systemic barriers to achieving justice in their legal matters.

PURPOSE

The Policy and Evaluation Lead working collaboratively with the Management Team will contribute to program development within NCLC with a particular emphasis on monitoring legal needs in our community. Utilizing data to identify legal needs including the impacts of COVID on legal needs, systemic issues and applying evaluation frameworks across internal programs to ensure that our interventions are evidence-based and demonstrating intended outcomes.

The Policy and Evaluation Lead will contribute to policy development, law reform, advocacy, research, monitoring and evaluation, submission writing and consultation to inform public policy and address systemic barriers that impact upon justice equity.

The Policy and Evaluation Lead will represent NCLC on reference and/or advisory groups and provide expert advice in line with NCLC strategic priorities.

KEY RESPONSIBILITIES:

- 1) Proactively identify and analyse emerging policy issues in priority areas with a focus on influencing social policy advice and recommendations. Participate in the development and implementation of advocacy strategies and tactics
- 2) Contribute to the preparation of submissions for relevant government inquiries so that NCLC's position is communicated and recognised as a key stakeholder and credible expert in these processes, leading to improved access to justice for the NCLC communities
- 3) Conduct robust environmental scanning and analysis of emerging research and developments related to NCLC priority areas
- 4) Develop communication material for a variety of channels, including website and social media, to translate knowledge and extend influence
- 5) Contribute to NCLC program design and development applying evaluation frameworks across internal programs to ensure that our interventions are evidence-based and demonstrating intended outcomes
- 6) Prepare funding submissions to support NCLC program development
- 7) Ensure NCLC's work is informed by the voices of those impacted by public policy, including NCLC client and staff experience.

SELECTION CRITERIA

Essential

- 1) High level strategic thinking, conceptual agility, and analytical skills, including the proven ability to map current trends and issues and contribute to new initiatives.
- 2) Experience working in policy and advocacy within the community sector, a peak body, government department or statutory authority, including demonstrated contributions to policy formulation.
- 3) High level writing and editing skills that can be applied to a range of documentation, with attention to detail.
- 4) Expertise in applying evaluation frameworks including program logic development
- 5) Demonstrated ability to work independently and autonomously including being able to meet performance indicators in a remote working environment.
- 6) Excellent organisational skills with flexibility to manage competing demands to meet deadlines and demonstrate resilience in the face of change.
- 7) Tertiary qualification in social policy, social science, law, economics, or other relevant discipline.
- 8) Proficiency in quantitative data analysis and ability to generate insights
- 9) Advanced skills in use of Excel to analyse data

ACCOUNTABILITY

This position is accountable to the Partnerships and Community Development Manager.