



Chief Executive Women

Women leaders enabling women leaders

Position Description

Manager, Policy Advocacy and Research

Readvertised – now permanent

Applications will be considered as received, apply now

ROLE: Reports to Director, Policy Advocacy and Research

SALARY RANGE: \$90,000-115,000 pro rata inclusive of superannuation

LOCATION: Sydney based, some office attendance required

PURPOSE OF THE ROLE:

This role helps shape, facilitate and implement CEW's policy, advocacy and thought leadership initiatives in fulfilment of CEW's mission: women leaders enabling women leaders. It supports delivery of CEW's strategy, working with the Director, Policy Advocacy and Research, CEW's Business Engagement Committee and Members to undertake the following:

- **Government and Public Advocacy:** support formulation and implementation of CEW's strategy to advocate for conditions that lead to increased representation of female leadership, including the removal of barriers to progression and equal opportunities for prosperity.
- **Business Engagement:** help identify, target and influence the conditions that support greater female representation at the most senior levels of corporates, by assisting in the implementation and management of campaigns.
- **Evidence based thought leadership:** Together with the Director, develop policy initiatives designed on the basis of CEW (and others) research. Work with CEW's pro bono partners to deliver research in support of CEW's mission.
- **Partnerships and collaboration:** Coordinate, plan and support strengthening and development of partnerships with key collaborators including CEW sponsors and supporters, and third sector organisations.

This role requires high levels of collaboration with team members to implement impactful, integrated activity that creates action toward CEW's strategic outcomes. It requires demonstrated ability in policy, advocacy, research, thought leadership, and communications, and well-developed project management skills.

KEY SKILLS/RESPONSIBILITIES:

- **Policy, Advocacy and Research:**
 - Support a sophisticated policy and advocacy approach, in consultation with the Director, Business Engagement Committee, CEW President and Board, the CEW team and CEO,
 - Policy development, researching and supporting implementation of policy and advocacy recommendations to support thought leadership leveraging CEW's pre-eminent member base and potential influence
 - Provide secretariate for the Business Engagement Committee, supporting identification of key areas of potential impact and developing policy
 - Liaise with partners in research, facilitating launch and associated campaigns, working with the CEW team to deliver high impact activities including events

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- Drafting government submissions, case studies, summaries and talking points, media briefings and copy for internal and external consumption.
- **Strengthen and Manage Partnerships:**
 - help manage CEW member input, in particular Business Engagement Committee and Board input
 - Build relationships with key partners to help support delivery of timely, cost effective and creative thought leadership initiatives which support CEW's mission
 - Coordinate members, partners (existing and prospects), sponsors, and supporters including peak bodies and social sector partners as required for consultation on key issues
 - Help develop robust and productive working relationships with CEW team, including sharing knowledge and expertise about policy and advocacy activities.

INDIVIDUAL ACCOUNTABILITIES:

- Work with the Director to deliver CEW's Policy, Advocacy and Research annual Business Plan
- Support Government, Corporate and Public Advocacy strategy implementation – working closely with the CEW team to ensure alignment of CEW messages in all communications and identify media opportunities to advance CEW's strategy.
- Research and draft CEW's policy position in key areas of CEW interest, working with the Director, Business Engagement Committee, CEW senior staff
- Research and prepare position papers, and other collateral to for the Director to brief CEW members on CEW policy, advocacy and thought leadership activities, so that members are supported to act to advance CEW's initiatives
- Draft submissions to government, co-ordinate CEW's participation in Federal and State roundtables and other government engagement opportunities
- Coordinate meetings for key CEW personnel (e.g. President, Chair Business Engagement Committee, CEO, Director) to engage with government to influence policy outcomes
- Proactive market monitoring for research and initiatives relevant to CEW's mission and responding to issues in the public domain, distilling key points for sharing knowledge
- Assist in coordination of partner research thought leadership initiatives which include:
 - Senior Executive Census (August each year)
 - Bain Gender Parity Survey (usually February each year)
- Other research activities as required
- Undertake administrative duties as required, including taking minutes, coordinating meetings and consultations and secretariate of Business Engagement Committee

PERSON CHARACTERISTICS

- Natural collaborator and relationship builder
- Experienced policy, advocacy and research practitioner
- Ability to contribute strategically and implement tactically with a solutions orientation
- Hands on, energetic team player, equally comfortable taking personal responsibility for work and able to work with a small team.
- Exceptional plain English communicator with the capacity to create compelling content

KEY METRICS

- Positive feedback from Director, CEO, CEW team and partners
- Support delivery and campaigning of a minimum of three significant pieces of CEW thought leadership per year
- Coordination of Government engagement

