

# Position Description

## Parliamentary and Political Relations Manager

<b>REPORTING TO</b>	Director of Campaigns
<b>WORK LOCATION:</b>	Canberra (Ngunawal Country) - negotiable
<b>GRADE:</b>	7
<b>SALARY (FTE):</b>	\$115,143 per annum plus 10.5% superannuation
<b>STATUS:</b>	Permanent, Full time
<b>HOURS:</b>	37.5 hours per week

### WHO WE ARE

The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from community, government and business. Our supporters advocate for climate action and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our supporters.

### THE ROLE

The Parliamentary and Political Relations Manager is part of the Campaigns Directorate, reporting directly to the Director of Campaigns. The position builds ACF's access and influence with elected members of federal and state/territory parliaments from across the political spectrum to support the achievement of campaign goals.

The purpose of the role is to expand ACF's government and political influence and create opportunities for cooperation and collaboration in pursuit of ACF goals across federal and state/territory governments. The Parliamentary and Political Relations Manager leads the creation of a government and political engagement strategies to support the achievement of ACF campaign goals. The Parliamentary and Political Relations Manager supports the building of advocacy skills amongst ACF staff and ACF community leaders. This role will be responsible for coordinating across campaign teams to ensure a thoughtful and coordinated approach to ACF's political engagement. They implement, coordinate and monitor systems and processes for measuring and reporting on the impact of ACF's parliamentary and political engagement.

### KEY COLLABORATIONS

Internally the Parliamentary and Political Relations Manager collaborates closely with the CEO, Campaign Director and campaign staff to coordinate government and political engagement. Externally they collaborate with civil society and other stakeholders with whom cooperative action advances ACF's campaign goals.

## RESPONSIBILITIES

- Create and implement federal and state/territory parliamentary and political strategies through consultation with the CEO, campaign director and program managers, ensuring alignment with campaign goals.
- Build and expand ACF's government and political access and influence across the political spectrum of elected members of federal and state/territory parliaments.
- Identify opportunities to advance ACF goals through strategic advocacy in federal and state/territory government and parliamentary policy and legislative processes
- Work collaboratively with civil society organisations and other stakeholders to achieve shared objectives.
- Prepare issue and policy briefs
- Support the building the advocacy capacities of ACF Community Groups
- Implement, coordinate and monitor systems and processes for measuring and reporting on the impact of ACF government and political engagement.
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety;
- Other duties as requested by the Director of Campaigns.

## KEY SELECTION CRITERIA

1. **Access, Influence and Negotiation:** Gains agreement to proposals and ideas across the political spectrum; uses chains of indirect influence, evidence and expert advice to achieve outcomes; builds trust through consistent actions, values and communication;
2. **Stakeholder Management Skills:** Understands and responds to stakeholders needs, and build trust to achieve mutually beneficial partnerships; finds innovative solutions to address stakeholder needs and resolve stakeholder issues; Capacity to maintain sector commitment to campaign objectives
3. **Communication:** Communicates in a clear and interesting ways; interprets complex policy into compelling pitches for parliamentarians, bureaucrats and other stakeholders; relates well to all kinds of people from different backgrounds and at various levels of seniority; listens, uses diplomacy and tact;
4. **Decisiveness:** Makes rational and sound decisions based on a consideration of the facts and alternatives. Able to make tough decisions with incomplete information and under pressure;
5. **Self management:** Works effectively with high degree of autonomy and accountability; self motivated and can demonstrate initiative. Is effective while working across and within multiple teams with sometimes divergent agendas and/or timeframes. Takes responsibility for own action, treating all people with dignity consistent with ACF values;
6. **Qualifications and work requirements:**
  - Experience and deep understanding of Australian Federal and/or State/Territory parliamentary and policy environments and processes.
  - Regular regional and interstate travel is required;
  - Motor vehicle licence required.

# How to walk the talk...

ACF's top six characteristics of an ideal team

	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
ACF's role	<ul style="list-style-type: none"> <li>• Provide genuine, meaningful, two-way, communication to staff</li> <li>• Provide opportunity for staff to communicate between teams and between levels</li> </ul>	<ul style="list-style-type: none"> <li>• Offer flexible work arrangements</li> <li>• Monitor, measure and seek to improve staff happiness</li> <li>• Reward good performance</li> </ul>	<ul style="list-style-type: none"> <li>• Take people's ideas, worries and needs seriously</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage a social and welcoming atmosphere</li> <li>• Organise team gatherings to celebrate our successes and losses</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate organisational goals and provide direction</li> <li>• Emphasise shared goals, not individual goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Set goals and make sure we stick to them</li> <li>• Clearly defined reporting lines, and team functions</li> </ul>
My role	<ul style="list-style-type: none"> <li>• Ask questions</li> <li>• Understand you teams' priorities and help to achieve them</li> <li>• Seek feedback</li> <li>• Give feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Give credit where credit is due</li> <li>• Ask "are you okay?" and act on the answer</li> <li>• Remind yourself that we're all human with pressures outside work</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others as you would like to be treated</li> <li>• Listen</li> <li>• Let others speak</li> <li>• Reflect. Is my behaviour making the situation worse?</li> </ul>	<ul style="list-style-type: none"> <li>• Take time out</li> <li>• Remember what's important</li> <li>• Don't be afraid to ask for help</li> <li>• Be silly occasionally</li> </ul>	<ul style="list-style-type: none"> <li>• Help your colleagues (remember, you're in the same team)</li> <li>• Realise that people work differently and that you can learn something from everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the question: "why are we doing this?"</li> <li>• Do what's best for the team</li> <li>• Work where you can do the most good</li> </ul>