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Wurundjeri Country

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ABN 49 008 590 403

## Policy Advisor

### Background information

The Community Broadcasting Foundation is a champion of community media – Australia’s largest independent media sector. Each year, we distribute more than \$20 million in funding to strengthen over 450 community media organisations across Australia. These organisations produce media for the community, by the community.

#### About us

Our grant programs help community media organisations in urban, regional, rural and remote Australia to produce media. We provide Development & Operations, Content, and Sector Investment grants.

The projects we fund range in size and scope: from nation-wide projects that enhance the impact of community media, to grants for equipment or capacity building on a local level. Many of the projects we fund support the production of content that is shared with audiences on-air or on-demand. Programs, series and segments share information in community languages, foster discussion about issues and raise the profile of community groups and services, musicians, artists and storytellers.

The voluntary involvement of experienced community broadcasters and industry experts within our work is at the heart of how we operate. Together, our volunteers review almost 1,000 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of the community media.

#### About the role

The CBF is seeking an experienced policy advisor to join its team of 12 full- and part-time employees and more than 100 volunteers. This is a new role that will expand the CBF’s capacity to engage with a broad policy agenda, working with our stakeholders and grant data to research, analyse and consult to develop policy, recommendations and submissions that influence positive change in our work and the industry and ecosystem we work within.

The successful candidate will have exceptional communication, interpersonal and team-building skills. They will have demonstrated success in managing stakeholder relationships and developing an understanding of the policy environment, including contemporary issues, research and policy analysis skills and knowledge of the media industry.

## Position Description

<b>Job Title:</b>	Policy Advisor
<b>Status:</b>	Part-time (0.6-0.8 FTE), would consider full-time, 12-month fixed term contract with option for renewal
<b>Location:</b>	CBF Offices, Melbourne. Flexibility to work from home is available.
<b>Reporting to:</b>	CBF Chief Executive Officer
<b>Salary Range:</b>	CBF Specialist salary band 1 (\$93,128) pro rata plus employer contributed superannuation at 15.4%.
<b>Terms:</b>	All other terms of employment are in accordance with the CBF Enterprise Bargaining Agreement.
<b>Objective:</b>	Undertake research and analysis and provide timely input across various policy issues to contribute to our organisational purpose to fund a thriving, impactful and resilient future for community broadcasting. Provide broad evidence-based advice and contribute to developing solutions, proposals and recommendations that influence progress in the community broadcasting sector as per the CBF Strategic Plan and Roadmap 2033.

### Key responsibilities:

1. Monitor the regulatory and policy landscape and undertake necessary research and analysis to understand current and future policy issues.
2. Develop and implement solutions, proposals and recommendations to influence positive change that progresses our strategic priorities.
3. Build strong working relationships and liaise with other stakeholders on policy development and implementation.
4. Prepare submissions, meeting papers and briefing notes.
5. Provide advice and guidance to CEO and Executive Officer in relation to strategic policy development.
6. Assist with the framing of reporting to and liaison with the Australian Government.
7. Other duties as directed by the CEO.

### Stakeholder relationships

Internal	External
<ul style="list-style-type: none"><li>• CBF Board</li></ul>	<ul style="list-style-type: none"><li>• Community media organisations</li></ul>

<ul style="list-style-type: none"> <li>• CEO</li> <li>• EO</li> <li>• Outcomes and Evaluation Analyst</li> <li>• Strategic Communications Manager</li> <li>• Grants Support Team</li> </ul>	<ul style="list-style-type: none"> <li>• Australian Government</li> </ul>
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### Reporting relationships

Reporting To	Frequency	Format
CEO	Weekly team meetings and monthly 1-1's, or as required	Verbal WIP

### Required criteria:

#### *Relevant knowledge, skills and previous experience*

- Developed knowledge
- Relevant work experience including demonstrated experience in:
  - Consulting with and building trusted relationships with key stakeholders
  - Using research and gathering evidence to analyse information and develop policy positions
  - Writing submissions and reports
- Excellent writing and editing skills, including attention to detail and ability to produce documents to publishable standard
- Understanding of the NFP sector

#### *Personal attributes*

- Excellent communication, interpersonal and team-building skills to enable effective interaction with a wide range of people including culturally diverse stakeholders
- Strong diplomacy skills and highly developed emotional intelligence
- Creative, strategic and analytical thinker with a flexible, hands-on approach
- Ability to work under pressure, to multiple deadlines and independently manage time efficiently
- Self-motivated and energetic. Ability to work both independently and as an effective team member, works with people in a positive, collaborative and collegiate manner
- Excellent planning, organisational and problem-solving skills
- Enthusiasm for community media

### Desirable criteria:

- Relevant experience within a NFP or campaign-focussed organisation and working with volunteers
- Tertiary qualifications in social science, public policy with relevant policy experience or an equivalent combination of relevant tertiary education and policy experience.

For more information on the work of the Community Broadcasting Foundation visit [www.cbf.org.au](http://www.cbf.org.au)

*The CBF is an equal opportunity employer. Aboriginal and Torres Strait Islander peoples, women, people with culturally and linguistically diverse backgrounds, people of faith, people with a disability and people identifying as LGBTIQ+ are encouraged to apply.*