

POSITION TITLE: Policy and Research Officer

DEPARTMENT: Public Engagement

DATE: 19 May 2023

REPORTS TO: Head of Policy and Advocacy

FTE: .6FTE, Casual 6month contract

LOCATION: Richmond, Melbourne

CBM AUSTRALIA

CBM Australia is Christian international development organisation with a focus on disability. We have more than 110 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

Located in the Public Engagement Department, the Advocacy and Community Engagement team works to shift the policies and practices of the Australian Government and other powerholders, in support of CBM's mission. Our advocacy is grounded in the priorities of the disability movement; it draws on evidence from our field programs, and insights from our Inclusion Advisory Group, who work in partnership with the disability movement.

RESPONSIBLE FOR

The Policy and Research Officer will work closely with colleagues and external stakeholders to identify emerging evidence, explore what it might mean for CBM's policy and advocacy efforts toward disability inclusive development and communicate this effectively to a range of audiences.

REPORTS TO

Head of Policy and Advocacy

SUPERVISES

N/A

MAIN ACTIVITIES

- Undertake desktop research and literature reviews and produce reports and briefing documents on relevant issues.
- Collect, collate, and analyse data to inform policy and advocacy.
- Produce communications and resources to support the translation of knowledge and evidence into policy and practice.
- Contribute to the development of submissions, responses to consultation, messaging and policy advice, informed by evidence, practice expertise and lived experience.

- Build relationships within and outside of CBM to enable information flows to inform policy and advocacy.

KEY SKILLS/QUALITIES

- Tertiary qualification in a relevant discipline – for example Public Policy, International Development, Gender Studies, Social Sciences.
- Experience conducting desktop research or contributing to primary research processes.
- Well-developed analytical skills, including the ability to source, synthesise and critically evaluate data and evidence from diverse sources.
- Demonstrated ability to produce high quality written materials and communications in a variety of formats.
- Project management capabilities and demonstrated capacity to deliver quality work deliverables within defined timelines and to
- Demonstrated ability to work both independently and collaboratively as part of a small team.
- Ability and desire to be flexible and adapt in response to shifting context and needs.
- Alignment with CBM's values.

INTERNAL CONTACTS

ACE team colleagues

Program Impact

Public Engagement

CBM Federation advocacy staff

EXTERNAL CONTACTS

ACFID allies

Research institutes and organisations