NGO RECRUITMENT

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CANDIDATE INFORMATION PACK

Director of Policy

Australian Communications Consumer Action Network (ACCAN)



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Role Summary

Organisation:
Australian Communications Consumer Action Network (ACCAN)

Job Title:
Director of Policy

Reports to:
Chief Executive Officer

Job Type:
Permanent full-time

Direct Reports:
Managing a team of five

Location:
Sydney

Expected Salary:
The salary for this role is up to $150k + superannuation

The full position description can be found here.

Background Information

The Australian Communications Consumer Action Network (ACCAN) is Australia's peak national consumer advocacy organisation for communications working to achieve trusted, accessible, inclusive, affordable and available communications and digital services for all Australians.

ACCAN exists to improve outcomes for all Australians including those who are vulnerable, small businesses, and community focussed not-for-profits through advocacy, policy development and stakeholder engagement. With a strong focus on representing community interests and driving positive change, ACCAN plays an important role in influencing policy, regulation and industry decision-making. Their work covers a broad range of issues from consumer protection and communications infrastructure to digital services.

Vision

Trusted, accessible, inclusive, affordable and available communications and digital services for all Australians.

Mission

To advocate for, represent, support and inform consumers to deliver better outcomes.

Strategic Goals

ACCAN is committed to achieving the following four key strategic goals:

- National leadership in consumer communications advocacy and awareness
- National leadership in policy and research
- Collaboration and coalition building
- Organisational capacity and resilience



ACCAN staff at a pop-up stand at the Bulli Village Markets in Wollongong, NSW

Visit the ACCAN website for more information.

Access the ACCAN ACNC profile here.



Key Responsibilities

Reporting to the CEO, and as the main conduit between the executive and the highly effective policy team, you will identify a broad range of consumer issues for action through policy development, research, and member activities. You will report on these activities and represent the policy team in a range of internal and external forums, including government, regulatory industry, and community bodies. Your responsibilities include;

- Assisting the CEO with strategic issues management with stakeholders
- Being responsible for equipping and developing policy staff
- Overseeing the development of positions, priorities, discussion papers and submissions
- Supporting the leadership with presentations at government inquiries and hearings
- Working with the leadership to deliver commissioned research and policy reports
- Develop internal publications including website content and consumer education material
- Manage resources for consumer representation and advocacy

The Candidate



You are currently in a similar or related policy role and have developed your career in the communications, consumer or community sectors. You're well known for your passion for consumer rights, social justice and fair markets and embracing opportunities in a rapidly changing world. Your skills include;

- Current knowledge of communications issues and public policy
- Leadership and mentoring skills, ability to manage a small team to achieve organisational goals
- Applying strategic thinking to a range of analytical problems
- Effective representation of public policy priorities
- High level of oral and written communication skills
- An understanding of emerging consumer issues in the communications sector

ACCAN is an EEO employer: Aboriginal and Torres Strait Islander peoples, persons with disabilities and people from culturally, linguistically, and religiously diverse backgrounds are encouraged to apply.

To apply please follow this link to the NGO Recruitment website.

Next Steps

Your Application:

- Please read the complete position description and follow this link to apply online.
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

FAQs

What is the close date for applications?
As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. Please use this link to apply.

Is my background suitable for the role?
Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage you to have a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application.

We recommend thoroughly reading the "Candidate" page of this document when writing your 1-2 page cover letter, as we have included the key essential competencies of a successful candidate there.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

Can you tell me more about what the client is looking for?
The best way to self-assess your suitability for the role is to read through the full position description, the "Key Responsibilities" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

Can you consider someone part-time?
No, this is a full-time permanent role.

Can you tell me more about the client?
To get to know the client better, we encourage you to research them through their website, LinkedIn page, media releases, announcements and google news, as well as annual reports or financial information, which you can find here https://www.acnc.gov.au/charity .

When is the start date?
Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

Location/can you consider a remote worker?
The role is based in Sydney with hybrid work arrangements available (three days in the office, and two WFH).

Salary guide
The remuneration for this position is up to $150k + superannuation .

What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.
We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.