



National Shelter

## POSITION AND PERSON DESCRIPTION

Position Title:	Executive Officer
Reports to:	National Shelter Council through the National Shelter Chairperson
Approved By:	National Shelter Council
Location:	To be determined, based on the preference of the successful applicant. The position will be co-located with a National Shelter member organisation, contracted to provide administrative support and infrastructure, in Brisbane, Sydney, Canberra or Adelaide
Date Prepared:	28 August, 2013
Approved Date:	18 September, 2013
Length of appointment:	3 years (subject to a 3 month probationary period) Subject to funding
Salary:	\$88,410 (Based on Level 8.2 SACS Award Transitional Regulation in Queensland.)

## ORGANISATION SUMMARY

### General Outline

National Shelter is Australia's peak housing advocacy organisation.

National Shelter advocates for a fairer, more just housing system, particularly for low-income Australian households. It aims to make housing more accessible, affordable, appropriate, safe and secure for everyone.

National Shelter is a federation of state, territory and national members who advocate for housing justice in their own jurisdictions. Shelter members in each state and territory contribute to our research, policy development and advocacy. Our federation of members and national member organisations in turn represent a wide range of non-government housing organisations and individuals.

The member organisations, through the national Council, actively contribute to the operations of National Shelter and its sustainability.

### Goal

The goal of National Shelter is the realisation of a housing system which ensures:

- that every person has access to affordable, appropriate, safe and secure housing;

- housing provision free from discrimination as to nationality or cultural background; language; class; age; sex; sexuality; marital status; religion; political or other opinion; ability; health status; or other personal characteristic or circumstance;
- Housing provision which enhances the health, dignity and life opportunities of consumers.

## **Objectives**

The objectives of National Shelter are to:

(a) To advocate to government, the non-government sector, and the general public, the interests of low-income housing consumers and people who otherwise experience disadvantage in the housing market;

(b) To facilitate and promote the participation of housing consumers and people who otherwise experience disadvantage in the housing market, in the determination of housing policy and housing provision practises;

(c) To gather, analyse, and disseminate information on housing and housing related issues in order to:

- resource member organisations and other community groups;
- raise awareness of housing issues within the general community; and
- inform and influence government on housing needs, issues, and policy directions;

(d) To provide a forum for State and Territory Shelter organisations within which to identify housing needs and issues, analyse and develop housing policy, and coordinate action on a national level;

(e) To promote and facilitate a high level of liaison and networking between National Shelter and other national peak community organisations, in order to ensure a coordinated and informed approach to policy and action on housing and housing related issues.

(f) To pursue and maintain active networks between National Shelter and relevant industry groups; trade unions; academic and research organisations, and the media in order to further the aims of National Shelter; and

(g) To maintain National Shelter as a viable and effective national organisation, and to enhance the organisation's capacity to achieve its goal.

## **POSITION SUMMARY**

### **General Outline**

The Executive Officer (EO) is responsible for the overall management of National Shelter with broad direction provided by, and the position accountable to, the National Shelter Council.

### **Purpose of the Position**

Shelter has received three year organisational funding from the Department of Families, Housing, Community Services and Indigenous Affairs. A substantial part of that funding is provided to support a number of specific research projects on homelessness and the 'housing continuum' and the services required to facilitate progress on the continuum.

The position has been established to take carriage of the activities under that funding agreement, and arising from that:

- To work with National Shelter members to support and deliver the National Shelter work program;
- To provide secretariat functions for National Shelter, including support for the National Shelter Council, policy research, and advocacy; and
- To establish and develop national capacity on housing advocacy.

## **Key Responsibilities**

The following key responsibilities are to be dealt with in a timely, accurate, professional and ethical manner:

### **1. Develop and advocate housing policy**

- Develop and implement National Shelter advocacy strategy in line with policy priorities and research findings
- Together with the Chairperson, work with stakeholders (including the national community sector bodies, government, members, industry participants and the public ) develop, contribute to, and advance policy priorities
- Identify emerging housing policy issues consistent with National Shelter objectives and propose positions to be adopted by National Shelter Council
- With National Shelter Council, periodically review the national Shelter Policy Priorities Statement to ensure ongoing relevance
- Monitor national housing research, and liaise with researchers
- Provide media/information support to the Chairperson of the National Council when he/she is required to make public comment
- In collaboration with the Chairperson, deliver public statements including the preparation of media releases

### **2. Conduct research**

- Undertake research in line with the National Shelter work program
- Project manage contractors undertaking research for National Shelter in line with the work program
- Through engagement with National Shelter members, receive and compile information and reports from those members to monitor policy developments and impacts in state and territory jurisdictions

### **3. Engage members in the work of National Shelter**

- Maintain a close, positive working relationship with the National Council and its members
- Identify and facilitate aspects of the work of National Shelter that can be directly supported by various members

- Work with relevant member organisations to help produce regular bulletins and information needed to maintain an effective profile and communicate with stakeholders (Noting that the web-site, e-bulletin and social media functions are undertaken by a Shelter Council member)
- Establish and develop national capacity on housing advocacy, including assisting the National Shelter Council to establish networks and relationships that will sustain such a capacity

#### **4. Administration and governance support**

##### *Organisational management*

- Facilitate the planning process and develop recommendations for strategic direction and objectives for National Council's consideration
- Implement strategic direction and objectives as determined by the National Council
- Develop and implement an annual operational plan and project work programs
- Liaise with the host-organisation with respect to all administrative services contracted
- Develop and recommend effective organisational administrative policy and procedures
- Ensure awareness of statutory obligations and legal requirements including funding obligations with agencies
- Understand the terms and implications of all legislative policy, proposals and changes affecting the operations of National Shelter and the sector generally

##### *Financial*

- Prepare budgets in consultation with the Treasurer, for recommendation to the National Shelter Council
- Manage the overall financial performance of National Shelter by achieving budget targets within the strategic and operational plans
- Manage project and core funding, monitor outcomes and prepare relevant reports
- Implement appropriate internal controls – in particular, develop for National Council approval, a schedule of delegations
- Ensure expenses are contained within budget expectations
- Ensure all relevant funding opportunities are identified and that all applications are compliant and submitted on time

##### *Support National Council*

In consultation with, and with the assistance of, the Chair and Secretary and/ or Treasurer:

- Coordinate Annual General Meetings
- Prepare Annual Report
- Prepare required annual returns

#### **5. General responsibilities**

- Facilitate and co-ordinate relevant industry forums and other formal meetings
- Ensure adherence to organisational policies

## **Selection criteria**

### *Essential*

- Experience of public policy development and demonstrated understanding of the policy constraints that affect disadvantaged households
- Capacity to work independently and think strategically
- Experience and understanding of the advocacy process; including relationship building and negotiation skills
- Relevant experience in working to and resourcing a governing body - and understanding of the complexities of this role
- Strong written and oral skills
- Demonstrated capacity to undertake research
- Capacity to provide the financial management of a small organisation and proven track record of delivering to an organisational work plan
- Understanding of communications and the media and a demonstrated ability to work with the media to secure news coverage

### *Desirable*

- Knowledge of the housing system and issues affecting housing affordability
- Relevant qualifications