

POSITION DESCRIPTION



Position Title	Director, Stakeholders and Advocacy	Department	CEO
Reports To (title)	Chief Executive Officer	Location	Melbourne CBD
No. of Direct Reports	2	Date	July 2023

Jobsbank

Jobsbank is an independent NFP partnering with businesses to build inclusive workplaces and supplier diversity. Our tailored solutions are simple and enhance organisational performance and competitive advantage.

Our aim so to make inclusive employment, including the Social Procurement Framework, work for business and government and to advocate for and inspire change.

Our Vision

Our vision is to be recognised as a leader in inclusive employment and social procurement policy and practice.

We partner with employers to build inclusive workplaces and supplier diversity.

Our tailored solutions are simple and enhance organisational performance and competitive advantage.

Our aim is to create more jobs for vulnerable jobseekers. We advocate for change through demonstration.

- Our Values**
- **Collaborative** – we form strong partnerships and facilitate (valuable/meaningful) connections.
 - **Innovative** --- we are curious, we test and learn, we generate and share knowledge.
 - **Customer focused** – we find solutions that work for employers and our partners.
 - **Strategic** --- we play to our strengths, seize opportunities and don't duplicate what is already being done well

Position Summary

To establish and build Jobsbank brand and awareness so that it is recognised as a capable and credible player in inclusive employment and social procurement by employers, peak organisations, policy groups and government.

To integrate stakeholder engagement, advocacy, marketing, communications, research and evaluation enabling a cohesive and compelling narrative internally and for external stakeholders.

To amplify the work and impact of the team and its partners.

Aligning KPIs to support funding, policy and commercial outcomes.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • CEO • The Board of Directors • The Leadership team • The Jobsbank team 	<ul style="list-style-type: none"> • Key Stakeholders • Government representatives • Peak bodies • Research and evaluation partners

Responsible for:

The Director will work closely with the CEO on developing a stakeholder strategy positioning Jobsbank as a leader and expert in inclusive employment and social procurement.

The role is responsible for:

The development of company policies, strategies, and programs in relation to building the Jobsbank brand and awareness, and key stakeholder relationships across government, peak organisations, policy groups, industry, and community advocacy bodies

Developing stakeholder research and mapping

Deepening government relationships through impactful business case and policy positioning, with supporting data and evidence

Actively engaging key industry bodies such as the Victorian Chamber of Commerce, and Business Council Australia and Industry Capability Network to promote and position the work of Jobsbank

Actively engaging community advocacy bodies such as VCOSS and SenVic to help them understand the role of Jobsbank and identify opportunities where we can work together and support the for-purpose sector

Supporting the Business Engagement team to help identify key industry relationships which they can partner with in their consulting capacity.

Identifying other government funding opportunities programs that may be relevant to Jobsbank and contribute to commercial growth plans

Agreed tangible outcomes that contribute to the organisation's commercial sustainability

Small team leadership

In conjunction with the leadership team, you will continue to create and grow Jobsbank's long-term strategic plans and initiatives.

Key Challenges:

Jobsbank is a recently established for-purpose organization with a strong focus on building inclusive employment through the demonstration of what is possible. It is important that this small organization punch above its weight and be recognized by stakeholders and funders

REQUIRED SKILLS & ATTRIBUTES

Key Selection Criteria

Understanding organisational context and co-design principles - Uses strategic relationships & knowledge to predict and prepare for the impact of events on the organisation; Understands the impact of external events & changing stakeholder needs on the organisation

Building a culture of collaboration across the organisation; Looks for and facilitates opportunities, especially commercial opportunities, to collaborate with external stakeholders; Identifies and overcomes barriers to communication with internal and external stakeholders.

Proven stakeholder management and advocacy

Superior influence and persuasion

Superior verbal and written communication skills

Policy nous and a proven track record of preparing and submitting impactful white papers and briefings

Knowledge of workings of government and media

Values driven team leadership

Desirable

Sound understanding of ESG and CSR.

Established media relationships.

Relevant tertiary qualifications ideally in marketing, business, or other commercial disciplines are advantageous.

Additional Information

Jobbank is an independent NFP partnering with businesses to build inclusive workplaces and supplier diversity. Our tailored solutions are simple and enhance organisational performance and competitive advantage.

Our aim so to make inclusive employment, including the Social Procurement Framework, work for business and government and to advocate for and inspire change.

We strive to be:

- Collaborative – we form strong partnerships and facilitate (valuable/meaningful) connections.
- Innovative --- we are curious, we test and learn, we generate and share knowledge.
- Customer focused – we find solutions that work for employers and our partners.
- Strategic --- we play to our strengths, seize opportunities and don't duplicate what is already being done well

Our Value Proposition is:

For Employers --- We are THE source of practical, tailored support to make recruitment and retention of vulnerable jobseekers and social procurement work for you.

For the Community Sector --- We will work with you to add value to your work.

For Jobseekers --- We will increase the number of employers who practice inclusive employment, understand, and respect your needs and the challenges you may face, to provide a wider range of meaningful job opportunities.

For Government --- We will help you deliver a fairer, stronger, more inclusive Victoria by maximising the impact of inclusive employment and social procurement under the Social Procurement Framework.

Application Instructions

To apply, go to fisherleadership.com and click on 'APPLY ONLINE' using reference **JSBdsa0723** and address your cover letter and resume to David Baber or Katie Hooker.

Your application should include:

1. A brief covering letter clearly quoting **JSBdsa0723**.
2. A complete current resume: stating responsibilities and achievements against each role you have held.
3. Specific responses to the Key Selection Criteria, providing examples of demonstrated experience and capabilities.

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **Sunday, 13th August 2023**.