**UNICEF AOTEAROA NZ**

**JOB DESCRIPTION**

JOB TITLE

Senior Policy & Advocacy Advisor (permanent, full-time)

PURPOSE

Responsible for supporting the overall capability of the Policy and Advocacy Team to respond to emerging child rights policy issues and trends in Aotearoa New Zealand, implement the organisation’s advocacy strategy, and influence domestic policy and resource allocation to bring positive change for children in New Zealand and globally.

SPECIFIC DUTIES & RESPONSIBILITIES

**Policy & Advocacy**

* Lead on assigned policy and advocacy projects / workstreams.
* Monitor the political environment and maintain oversight of emerging policies, funding, trends, risks and other developments in relation to child rights in Aotearoa New Zealand and identify potential advocacy opportunities.
* Monitor global and domestic trends in development cooperation and international assistance; monitor partners’ policies, budgets, systems and procedures to inform policy and advocacy activities.
* Critically use data, evidence and information from multiple sources to develop policy advocacy via a range of products (e.g. letters, briefings, petitions, proposals, submissions, reports, presentations, talking points, public messaging, etc.) for a range of audiences.
* Identify opportunities to engage children and young people into policy and advocacy activities.
* Ensure children and young people’s own capacity, voice and advocacy leadership are promoted and included in policy advice, wherever possible, and promote best practice approaches.
* Develop proposals for research to fill evidence-gaps in the organisation’s priority areas.
* Support trainings, briefings and discussions on child rights, monitoring and data collection, current and future advocacy activities to involve the broader organisation of UNICEF Aotearoa staff in the team’s work.
* Evaluate and report on policy and advocacy initiatives and effectiveness and identify opportunities for improvement.
* Ensure that policy developed is coherent with UNICEF and UNICEF Aotearoa NZ values, principles, guidelines, and strategic outcomes.

**Relationships & influence**

* Build and maintain positive working relationships with key stakeholders for child rights policy advocacy including government officials, academia, international institutions and allies in the field of child rights.
* Develop stakeholder engagement plans.
* Support organisational efforts to build strategic relationships for the promotion of child rights.
* Build the capability of the team through coaching and mentoring.
* Provide intellectual leadership by sharing new ideas and knowledge to policy conversations.
* Contribute to performance and development of the team through providing peer review and quality control on other team members’ projects and tasks.

**Strategy**

* Contribute to the development and implementation of the organisation’s advocacy strategy to influence others’ practices, policies and narratives, in order to bring positive change for the benefit of children and young people in Aotearoa NZ and globally.

GENERAL DUTIES & RESPONSIBILITIES

* Be punctual and work the hours and times specified.
* Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard
* Responsibly manage all business resources within accountability levels.
* Support and help develop a positive workplace culture.
* In all aspects of work, demonstrate a commitment to our organisation’s values, behaviours, and inclusive practices, and Te Tiriti o Waitangi principles.
* Demonstrate excellent interpersonal communication skills.
* Comply with all employment obligations.
* Take responsibility for professional development, working with the manager, to seek opportunities to learn.
* Undertake all duties and responsibilities outlined in this job description and all other duties as may be required by the business.
* Promptly undertake to complete all reasonable and lawful instructions and directions given.
* Serve the business in good faith, promoting and protecting the business's best interests.
* During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
* Demonstrate a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Essential:

* A passion for making positive change for the benefit of children and young people in Aotearoa NZ and globally.
* A tertiary level qualification in a relevant field e.g. public policy, law, public management, international development, community development or similar.
* Minimum 5 years professional experience that includes providing policy research/analysis/advice within a complex organisation, advocacy/lobbying, diplomatic relations, working in a strategic context, influencing policy change.
* Excellent written and oral communication skills.
* Experience providing evidence-based policy advice.
* Excellent research and analytical skills, and experience in data collection.
* Knowledge and understanding of contemporary issues in New Zealand and Te Tiriti o Waitangi.
* Applied knowledge of New Zealand machinery of government.
* Political nous and an ability to identify key opportunities in a political landscape.
* Experience building and maintaining strong relationships with internal and external stakeholders, and working collaboratively.
* Strong project and time management skills.
* Fluency in English.

Desirable:

* Understanding of child rights debates and policy issues in New Zealand and globally.
* Experience working in a development or international aid context.
* Experience implementing advocacy projects and theory of change approaches.
* Experience incorporating the voice of children and young people into policy and advocacy work.
* Experience navigating political environments and the machinery of government in New Zealand.
* Experience building capability of others in a professional context through coaching or mentoring.