

# Position Vacancy

## Head of Advocacy



### **General Information**

*Title:* General Manager – Policy & Advocacy

*Location:* Sydney

*Type:* Permanent / Full-time

*Remuneration:* negotiable based on experience

*Commencement:* May/June 2019

### **Introduction**

The Boating Industry Association (BIA) represents the boating industry to Federal, State and Local Government departments and agencies, as well as other industry bodies, corporate interests, allied organisations, media and the general public.

The BIA is a not-for-profit membership organisation; its principle objective is to support and improve the sustainability of the recreational and light commercial marine industry through a range of diverse activities associated with research, policy development, events, training and business support for its membership.

The BIA has the need for a General Manager – Policy and Advocacy (Head of Advocacy) to lead the Association's engagement in relation to government and stakeholders at a Federal, State and Local Government level.

The role will be based in the BIA head office in north Sydney, with a requirement to engage with members and stakeholders in NSW, Qld, SA, Canberra and elsewhere, as required. The role is to be performed during principle business hours and by such other hours as may be required by events or activities of the BIA, its membership or stakeholders.

### **Working Relationships**

The Head of Advocacy is a member of the BIA Executive Management Team (EMT) and will report directly to the Board of Directors alongside other departmental heads. The EMT is made up as follows:

The President

Two Board Directors

Head of Finance

Head of Marketing and Events

Head of Membership and Programs

Head of Advocacy

At all times the Head of Advocacy must, as a member of the EMT, work to:

- maintain and enhance the integrity and reputation of the Association with its members, staff and key stakeholders
- develop and enhance a collaborative and productive team environment for the staff of the association
- maximise the opportunities to enhance the prosperity of its members and the boating industry as a whole
- promote safe boating practices for the benefit of the boating community and general community

### **BIA Core Objectives**

The Head of Advocacy is responsible for developing and implementing government and stakeholder advocacy, policies and strategies for the BIA, as determined by the Board of Directors (Board), with the assistance of the EMT, that support the Core Objectives of the Association.

The Core Objectives of the Association are:

1. Grow participation in recreational boating
2. Represent our members interests in advocacy to Government and lead policy development
3. Deliver career pathways for entrants to the industry and provide ongoing professional development for members
4. Sustain and grow the Association as an effective and well-managed industry support organisation

### **Objectives of the role**

Without limiting the role, the duties and responsibilities of the Head of Advocacy include the following:

- To lead, in conjunction with EMT, the development and implementation of the Association's policies, strategies, statements and releases in relation to government and stakeholder policy matters at a Federal and State Government Level, and to a limited extent, local government. This includes the preparation of pro-active policy positions, statements and releases as well as the preparation of submissions, statements and releases on behalf of the Association to react to government statements or consultations.
- To represent the Association, with the support of members of the Board and Executive Managers as appropriate, at all levels of government, to ministers, politicians, policy advisors and senior public servants. This includes prioritising and resourcing representation to government and industry advisory committees, using the support of state-based staff and senior BIA members.
- To develop strong working relationships to assist and guide governments in development of policies and investment of government funds consistent with the objectives of the Association
- To keep abreast of all material external factors and developments in government policy, legislation and regulation affecting the Association and the boating industry and ensure that the Board and the EMT are adequately informed.

- To liaise with members of the Association and seek their input into matters of government policy and provide updates, both written and in person, to the members and industry forums.
- To Liaise with and co-ordinate with other related associations in the sharing of information and the co-ordinating of policy responses and positions.
- To implement the role of Head of Advocacy lawfully and ethically.
- To provide the EMT and the Board with sufficient information, analysis and recommendations to enable the Board to make informed judgements and decisions on the governance affairs of the Association.
- To ensure the integrity and veracity of all public disclosures by the Association.

### **How to apply**

To apply, please forward your resume along with covering letter explaining your approach to delivering against the objectives of the role to The President, Boating Industry Association, at [president@bia.org.au](mailto:president@bia.org.au)

**Applications close 31 March 2019**