

## **Position Description – Policy, Advocacy and Research Manager**

### **Position Purpose**

The Policy, Advocacy and Research Manager role is a voluntary role. The Policy, Advocacy and Research Manager is responsible for coordinating policy, advocacy and research objectives of the Australasian Green Infrastructure Network (AGIN) Strategic Plan, and reports to the General Manager of AGIN.

### **Key duties/Responsibilities**

- Attend and contribute to an annual strategic planning day
- Attend monthly Management Team meetings, the Annual General Meeting and any other meetings as required
- Attend project meetings
- Supervise the Research Officer/s
- Table accurate and up-to-date reports on AGIN's policy, advocacy and research initiatives on an as-needs basis
- Maintain electronic and other records of AGIN's policy, advocacy and research initiatives
- Progress decisions made by the Management Team regarding policy, advocacy and research
- Contribute to applications for financial or other grants for policy, advocacy and research initiatives
- Chair any policy, advocacy or research sub-committees. This includes planning and running meetings, managing progress and reporting back to the Management Team
- Liaise with the General Manager and the Management Team to ensure reporting on policy, advocacy and research initiatives is up-to-date
- Liaise with AGIN's website design team to update and maintain the online Resources Directory
- Liaise with state and federal government representatives, policy makers, communications personnel and research institutions to promote and progress AGIN policy, advocacy and research initiatives
- Seek opportunities to collaborate with policy makers, Green Infrastructure advocates and researchers whose values align with those of AGIN to promote the benefits of excellence in the design, construction and maintenance of Green Infrastructure.



### **Desirable attributes**

- Advocacy, Research or policy background and extensive experience
- Commitment to the ethos and purpose of AGIN
- Commitment to AGIN core values of integrity, collaboration, equity and sustainability
- Passion and ability to act in the interests of AGIN and promotion of green infrastructure, separately from own business interests, if applicable
- Great judgement
- Active participation in discussions and decision-making processes of the committee
- Organisational ability and financial acumen
- Experience in committee work and procedures or a strong willingness to learn
- Good communication and interpersonal skills.

### **Estimated time commitment and Term**

The Policy, Advocacy and Research Manager's term is a two-year term. The role of Policy, Advocacy and Research Manager requires an estimated commitment of 4 hours per week.

### **Eligibility**

The Policy, Advocacy and Research Manager must be at least 18 years of age, a resident of Australia or Aotearoa/New Zealand and consent to being appointed to this role.