

# POSITION DESCRIPTION

## Policy Research Lead

### Part-time (0.8 FTE)

## Parental Leave replacement role

### POSITION CONTEXT

---

Women with Disabilities Victoria (WDV) is the peak organisation for women with disabilities in Victoria. WDV's 2025–2029 Strategic Plan envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

Our strategic priorities are to:

- Enhance WDV's operational efficiency and funding resilience.
- Establish research partnerships with a focus on inclusion, health, gendered violence, sexual autonomy and economic justice.
- Build gender-based accessibility and inclusion expertise across Victoria.
- Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
- Embed a member and community led approach to advocacy and system change.

WDV values are accountability, diversity, inclusion, impact, equity, respect, accessibility, creativity, collaboration and empowerment.

### EMPLOYMENT CONDITIONS

---

**Classification:**

**WDV Enterprise Agreement 2022**

Based on the Social, Community, Home Care and Disability Services Industry Award 2010, as of 1 July 2025.

Salary Range Level 5 or 6 Pay Point 1–3 plus Superannuation and Salary Packaging available. Salary level will be dependent on experience.

<b>Hours of Work:</b>	0.8 FTE (60.80 hours per fortnight) to be worked over Monday to Friday. Days of work to be negotiated
<b>Type of employment:</b>	Parental leave replacement role for a fixed term of 8 months.
<b>Period of employment:</b>	4th August 2025 for 8 months
<b>Position Location:</b>	Hybrid – Melbourne CBD and working from home.

## Probity & Compliance Requirements:

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the remedial purpose of promoting or realizing substantive equality for women and women with disabilities.

## POSITION OBJECTIVES

---

This position is responsible for:

- supporting the CEO and management team by undertaking policy and research activities that align with the priorities identified in WDV's Strategic Plan. building the credibility and reach of our advocacy and policy work.
- ensuring our advocacy and policy work is intersectional, relevant, accurate and reflects the reality of the lives of women and gender diverse people with disabilities.

## KEY RESPONSIBILITIES

---

### **Provide subject matter expertise.**

Develop and maintain a proficient understanding of:

- NDIS reform issues and Disability Royal Commission implementation plans.
- Victorian disability policy.
- Victorian gender and family violence policy.
- State-based Victorian issues effecting women and gender diverse people with disabilities.

### **Leading Policy and Research Work**

- Provide timely written briefings to the CEO.
- Lead the development of evidence-informed WDV policy submissions and position statements.
- Make submissions and appear at parliamentary inquiries.
- Lead project management and administration of research and policy activities.
- Undertake research and prepare written briefings to inform WDV's consultation work.
- Develop Plain English and/ or Easy English 'position statements' from WDV articles and submissions.

### **Support WDV's Systemic Advocacy and Strategic Partnerships**

- Provide content for media releases, social media and member updates regarding policy and research matters.
- Assist with the development of grant submissions.
- Assist with the development of resources and e-learns.
- Make representations on behalf of WDV at key government and community forums.
- Provide specialist advice to support policy and research related representations made by other WDV staff.
- Foster and maintain external stakeholder partnerships that enable WDV to progress our policy agenda.

## **Support Organisational Policy, Member Research and Engagement**

- Work closely with other staff and external stakeholders to lead a coordinated organisational approach to policy priorities and action.

Take a lead role in:

- Facilitating regular engagement with WDV Experts by Experience and Hub members on topics related to WDV's key policy and advocacy priorities.
- Engaging with members to ensure our policy work and representations are informed by their lived experience.
- Analysing de-identified member survey data and prepare research reports for key stakeholders.

## **Internal partnerships and collaborative practice**

Attend relevant meetings.

- Chair leadership meetings, Policy and Community Engagement meetings, take minutes and follow up action items.
- Provide peer review and assist with copy editing of formal communications.

## **GENERAL RESPONSIBILITIES**

---

The following responsibilities apply to all staff at WDV:

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate.
- Use WDV's SharePoint and employee OneDrive cloud-based document management system
- Have an active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and the Enterprise Agreement.

Health safety & wellbeing requirements:

- Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
- Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
- Follow OHS standards and raise any concerns in the appropriate manner.

## OHS ADVICE FOR THIS POSITION

---

This position may require the following duties to be carried out:

- Setting up of IT, audio-visual and accessibility equipment
- Extended time in front of screens and sitting at desks
- Occasional overnight travel for training delivery or attending conference or events
- Coordination of setup and delivery of training, meetings and other events
- This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices.

Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women and people with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

## ACCOUNTABILITY

---

The position will report to the CEO.

## ORGANISATIONAL RELATIONSHIPS

---

### Internal Relationships

- The position will work collaboratively within the Management Team.

- The position will work in collaboration with all members of the WDV staff.

## External Relationships

- Build and maintain relationships with allied organisations and Commonwealth, State and local government stakeholders.

## SELECTION CRITERIA

---

### Essential

- Tertiary qualifications in Sociology/ Social Sciences, Politics/ Policy or another relevant discipline.
- An understanding of policy and human rights issues through a social constructionist approach to gender.
- Demonstrated foundational knowledge in WDV's strategic priority areas.
- Demonstrated understanding of intersectionality and the inequalities impacting women and gender diverse people with disabilities, and the drivers of violence against women and gender diverse people with disabilities.
- Proven ability to comprehend complex issues, think strategically and distil long policy texts / announcements into timely and succinct written briefings.
- Demonstrated research skills in collecting, analysing, evaluating and synthesising data to support advocacy work.
- Attention to detail and demonstrated skills in technical writing, including high level reports, submissions, policy and position papers or peer reviewed journal articles.
- Proven ability to communicate with influence with a range of audiences with diverse communication styles.
- Proven ability to manage competing priorities and to work within deadlines.
- Capacity to work effectively independently and within a team environment including workplace teams, committees and project groups.

### Highly regarded

- Lived experience: identifying as a woman or gender diverse person with disabilities.

- Specific experience in gendered violence as it relates to women and gender diverse people with disabilities.
- Specific experience in disability advocacy and policy.

## Application Instructions

These four documents must be provided as part of your application:

1. A current resume/ CV.
2. A cover letter no longer than 2 pages that addresses the selection criteria and why you would be a good fit for WDV.
3. **ONE** sample of **published** writing.  
This could be a media article, high level report, a submission, policy / position paper or a peer reviewed journal article.
  - Please attach a copy with your application **and** provide the link to access it online.
  - If it is co-authored and you are not the lead or senior author, please provide a short explanation of how you contributed to the development of the piece.
4. In **no more than 600 words**, prepare a short briefing paper on **ONE** of the following topics:
  - How did the [NDIS Review](#) address gender?
  - How did the [Disability Royal Commission](#) address gender?
  - Apply a disability-lens to the [National Plan to End Violence against Women and Children 2022 – 2032](#) and provide 2–3 action change recommendations.
  - Describe your understanding of social constructionist approaches to gender and disability and why this framework supports WDV’s strategic priorities.

### Please note:

- Shortlisted candidates will need to be available for in-person or online interviews (Melbourne CBD location) on the 7<sup>th</sup> or 9<sup>th</sup> of July.
- Please provide only **ONE** sample of published writing.

- Please provide only **ONE** <600 word briefing paper. Do not try to address all topics in under 600 words or prepare four separate briefing papers on each topic.
- Any documents provided outside of the CV, cover letter, sample of published writing, and briefing paper will **not** be considered as part of the application.

## **Social and Community Service Employee Levels**

You can find a copy of the WDV Classification Structure on Salary Employee levels attached to the job advertisement on our website.

For further details about the position, please contact [recruitment@wdv.org.au](mailto:recruitment@wdv.org.au)