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**POSITION:** Advocacy & Evidence Officer

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**REPORTS TO:** Advocacy Lead

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**DIRECT REPORTS:** N/A

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**OVERVIEW:**

The Australian Dental Association Victorian Branch (ADAVB) is the professional association of Victorian dentists. We aim to improve the dental health of all Victorians, promote the highest standards of professional dental care and enhance the professional lives of our members.

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**POSITION OBJECTIVES:**

The Advocacy & Evidence Officer works within the Advocacy team to conduct analysis of emerging research, identify current issues, engage with stakeholders, facilitate consultation for submissions, contribute to advocacy strategies and develop high quality written content for reports that support the activities of the Branch.

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**KEY ACCOUNTABILITIES DETERMINING SUCCESS:**

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- Research, collate and analyse material on a wide range of issues to inform briefing papers consultations and policy documents.
  - Conduct environmental monitoring across media, politics, government, and the health and research sectors for developments impacting dentistry and the ADAVB.
  - Develop clear and persuasive well referenced written content, including briefing papers, policy submissions, position papers, reports, and digital content.
  - Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of advocacy efforts
  - Ensure proper documentation and management of research, reports, policy and other advocacy-related documents
  - Provide administrative support for the Victorian Oral Health Alliance, including scheduling meetings, setting meeting agendas, and taking minutes.
  - Other duties as directed by the Manager or CEO.
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## MAIN ORGANISATIONAL INTERFACES:

Internal	External
CEO	Members of the Victorian Oral Health Alliance
Operations Team	Members of Parliament and potential parliamentary candidates and their staff and advisors
ADAVB Managers	Governmental agencies (Dental Health Services Victoria, Transport and Accident Commission, Worksafe Victoria, VicHealth)
Advocacy Team	
Engagement Team	

## QUALIFICATIONS/EXPERIENCE REQUIRED:

### Formal

- A relevant tertiary qualification for example health sciences, commerce, arts, law, public health, health information, health administration or equivalent experience.

### Experience

- Ability to gather, analyse and interpret data, including the ability to independently conduct qualitative and quantitative data analysis.
- Excellent written and verbal communication skills, including the ability to convey complex ideas and data in a clear and concise manner to various stakeholders.
- Demonstrated ability to write well referenced policy briefs, submissions, and reports.
- Strong organisational and project management skills.
- Document management skills to ensure information is organised, accessible and maintained in a secure and systematic manner.
- Demonstrated stakeholder engagement skills at all levels, including health professionals, government officials and members of parliament.
- Facilitating input for consultations with a variety of stakeholders
- Ability to work across a wide range of topic areas and manage competing priorities.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook) and to learn new platforms eg. CoPilot, data software.
- Demonstrated ability to operate effectively across multi-disciplinary teams and adapt your approach to changes in environment or circumstances.
- Professionalism, including the capacity to work in a confidential environment, and to liaise directly with members and other key stakeholders in a professional association environment.
- An understanding of issues facing the health sector, knowledge of political processes and government operations is desirable but not essential.
- Experience in the dental industry is desirable, but not essential.