

Position Description

Job Title	Stakeholder, Policy and Advocacy Advisor – Land Access and Planning
	Part time 2 - 3 days per week (3 months - Maximum Term)
Division	Stakeholder, Policy and Advocacy
Reports to	Manager Stakeholder, Policy and Advocacy

Summary

The Stakeholder, Policy and Advocacy Advisor – Land Access and Planning is responsible to the Manager Stakeholder Policy and Advocacy for the provision of policy advice regarding Land Access and Planning within the VFF Stakeholder Policy and Advocacy Division. This role also will work closely with VFF Senior Stakeholder Policy and Advocacy Advisor – Land Management and Planning.

The incumbent to this role will provide expert advice to VFF members regarding current and proposed projects regarding land access obligations and rights. A key focus for this short term position will include ensuring VFF Land Access guidance for landholders reflects current information. The Stakeholder Policy and Advocacy Advisor – Land Access and Planning will assist the Senior Stakeholder Policy and Advocacy Advisor – Land Management and Planning in the management of other land access, land management and planning VFF member enquiries. This is a temporary part time position for 3 months.

Key Duties and Responsibilities

- a) Review and update VFF land access guidance for landholders to ensure current information is reflected
- b) Provide accurate and timely advice to VFF members regarding current and proposed projects regarding land access obligations and rights
- c) Assist the Senior Stakeholder Policy and Advocacy Advisor – Land Management and Planning in the management of other land management, land access planning enquiries received from VFF Members
- d) Assist the Stakeholder Policy and Advocacy Manager and contribute to the development of land access and planning management policy, including identification of issues, research and analysis, prioritization of research and policy development as required

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- e) Provide operational level planning & land access policy advice to the Manager Stakeholder, Policy and Advocacy and members of the Victorian Farmers Federation.
 - f) As required proactively work with 'key stakeholders' (industry groups, politicians, bureaucrats, environmental groups), under the direction of the Manager Stakeholder, Policy and Advocacy to promote the Victorian Farmers Federation position on issues relating to land access and planning, through publications, events and the media.
 - h) Effectively communicate land access and planning policy outcomes and positions across the business and to VFF members and other key stakeholders as required
 - i) Communicate with VFF members in relation to policy issues regarding land access and planning, and ensure channels of communication are managed to provide feedback to the Victorian Farmers Federation.
 - j) Other duties as directed by the Manager Stakeholder, Policy and Advocacy.

Supervisory Responsibilities

This role generally carries no responsibility for supervising subordinate staff.

Key Selection Criteria

Experience and qualifications

- a) Tertiary qualifications and/or demonstrated experience in land access and/or planning. An understanding of farming systems and natural resource management will also be highly regarded.
- b) A demonstrated understanding of, or an interest in, the agriculture industry.
- c) Excellent oral and written communications skills. This role requires the ability to convey complicated ideas and policy justifications to a number of audiences and a number of formats.
- d) This position requires demonstrated experience in a similar advisory capacity, within a complex issue-rich work environment

Competencies

- To perform this job successfully, an individual must be able to perform each of the key duties and responsibilities satisfactorily.
- An affinity for or an interest in agriculture
- Excellent oral and written communications skills.
- Strong time management, organisational and analytical skills
- As the role entails providing advice to VFF members regarding current and proposed projects well developed consultation, communication and negotiation skills are required.
- This role may entail liaising with executives, politicians, members, and councilors, and involves the handling of confidential and sensitive information. The ability to maintain confidentiality and trust within the VFF is an absolute requirement for this role.

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- This role will require a number of writing techniques to be employed, such as supporting professional submission writing, drafting publications and policy briefs. An ability to write succinctly is essential.

Occupational Health and Safety

Duties of employees

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interests of workplace health and safety.
- Undertaking any training provided in relation to OHS.
- Immediately reporting all matters which may affect workplace health and safety to their supervisor.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

Employee (print name)

Employee Signature

Date: _____

Employer/Supervisor/Manager (print name)

Employer/Supervisor/Manager Signature

Date: _____

