



Victoria Walks Inc.  
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Registration No. A0052693U

## **About Victoria Walks Inc.**

Victoria Walks is an evidence-based health promotion charity, leading the move for walkable communities in Australia since 2009. We work primarily in Victoria, but increasingly nationally and internationally, to enable all types of walking – recreational, incidental and transport related.

Our work builds on our history and strengths, and we prioritise activities that will have the greatest influence on walking and walkability. We aim for scalable, systemic impact: anything we do on a small-scale or local neighbourhood level has potential for wider application. We offer leadership and independent expertise and make timely and evidence-based contributions to influence policy and practice. We demonstrate the critical role walking plays in our health, well-being and economic productivity.

**Our vision:** Healthier, connected communities *through more people walking more every day*

**Our purpose:** To influence investment and inspire more people to walk more every day

## **Background to the position**

In the lead up to the Victorian election in November 2022, the organisation needs to further its influence to increase the possibility of meaningful action and investment for walking, including:

- liaising with stakeholders, such as the Municipal Association of Victoria (MAV), to develop concrete proposals for government investment in area specific projects.
- advocating to officials and preparing communications in relation to government investment in walking.
- capitalising on the Government's interest in increasing walking to address climate change
- liaising with political parties and developing election asks.

The primary role of this position is to deliver and/or support these activities.

## **Benefits of working for Victoria Walks**

- Part of a small, enterprising and internationally recognised team that is leading the change for walkable communities.
- Flexible and family friendly work culture.
- High degree of autonomy and collegial support.
- As a Health Promotion Charity, Victoria Walks offers generous [Fringe Benefit Tax exempt salary packaging](#).

## Position Description

<b>Position Title:</b>	Senior Policy Advisor	<b>Organisation:</b>	Victoria Walks Inc.	<b>Date:</b>	September 2021
<b>Position Reports To:</b>	Principal Policy Advisor	<b>Is this a New or Existing position?</b>		New <input checked="" type="checkbox"/>	
<b>Primary Function:</b>	<ul style="list-style-type: none"> <li>• Liaise with stakeholders to develop concrete proposals for government investment to support walking or the creation of more walkable places.</li> <li>• Support advocacy for investment proposals including preparation of written communications.</li> <li>• Other activities as required, such as: prepare submissions, influence policy development/ changes, participate in working groups, develop resources, case studies and reports and/or support Smart Urban Futures conference programming.</li> </ul>	<b>Key relationships:</b>		<ul style="list-style-type: none"> <li>• Executive Officer</li> <li>• Principal Policy Adviser</li> <li>• Other Victoria Walks staff</li> <li>• MAV and local councils</li> <li>• State and Federal Government department and agencies</li> <li>• Content experts and researchers</li> </ul>	
The appointment will be 0.5 FTE for 12 months at Victoria Walks employee level 5, \$84,850 (pro rata \$42,425, plus superannuation and other benefits, including Fringe Benefit Tax exempt salary packaging).					
<b>Personal requirements to meet position objectives:</b>					
<b>Key Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in sustainable transport, urban planning, urban design, traffic engineering, public policy, budget development or a related field.</li> <li>• High-level of knowledge of pedestrian-oriented urban design or the development and implementation of sustainable transport or development strategies and initiatives.</li> <li>• Demonstrated experience in some of the following: policy development, advocacy campaigns, urban design, road safety, research and data analysis, and travel behaviour change.</li> <li>• Highly-developed written communication skills, with the ability to write concisely and persuasively for a variety of formats and audiences.</li> <li>• Strong personal communication skills with the capacity to influence and negotiate with a wide range of stakeholders, including across government, non-government and business sectors.</li> <li>• Experience in developing business cases or budget proposals is highly desirable.</li> <li>• Highly confident using internet and Microsoft Office and providing content for communications, including on-line applications.</li> </ul>				
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Relationship skills – well developed interpersonal and relationship building skills with people at all levels across sectors and within government; influences, motivates and guides others to bring about change.</li> <li>• Communication skills – possesses well developed written, verbal and presentation skills necessary to convey messages, engage audiences and bring about change.</li> <li>• Drive and commitment – enthusiasm and commitment to achieve more walkable communities.</li> <li>• Creativity and innovation – ability to generate and translate creative and innovative ideas into tangible outcomes.</li> </ul>				
<b>Qualifications and Education</b>	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualification and substantial experience in transport planning, urban planning, transport engineering, government policy development, advocacy, or a related field.</li> </ul>				

<b>Delegation authority</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	None – all expenditure to be approved by Executive Officer (EO)
<b>Area of Accountability</b>	<b>Key Responsibilities</b>	
Develop proposals for government investment in walking and election platform	<ul style="list-style-type: none"> <li>• Liaise with stakeholders such as MAV, councils and government agencies to identify investment opportunities.</li> <li>• Write investment proposal documents</li> <li>• Support the development of Victoria Walks' election proposals.</li> <li>• Identify opportunities to leverage existing government policy commitments or investment proposals by other organisations.</li> <li>• Consider opportunities to support objectives of partner organisations, including VicHealth's commitment to young people.</li> </ul>	
Work with all levels of government to increase walkability outcomes across key planning and infrastructure priorities beneficial to the Victorian community.	<ul style="list-style-type: none"> <li>• Draft submissions and input into policy processes of a range of Federal (if applicable), State and local government agencies.</li> <li>• Represent Victoria Walks in stakeholder meetings, forums, committees or working groups.</li> <li>• Support the EO and Principal Policy Advisor to deliver the organisation's work plan.</li> <li>• Support the delivery of the organisation's research and research translation agenda.</li> </ul>	
Support Victoria Walks' work to build capacity of local government sector capacity to deliver increased walking and walkable environments.	<p>If required:</p> <ul style="list-style-type: none"> <li>• Support the delivery of the annual Smart Urban Futures conference.</li> <li>• Collaborate with targeted local councils and VicHealth to inform policy work to embed environmental change.</li> <li>• Develop walkability workshops, forums, resources and/or case studies.</li> <li>• Support local government to increase levels of neighbourhood and school-related walking.</li> </ul>	
Support the delivery of Victoria Walks' Strategic Plan.	<ul style="list-style-type: none"> <li>• Respond to a limited number of general community enquiries.</li> <li>• In conjunction with the EO and Principal Advisor support the development and delivery of fee for service/consultancy activities or new externally funded programs.</li> <li>• Contribute to the development of social and digital media content for Twitter, e-news and website.</li> </ul>	
Corporate Governance and Compliance	<ul style="list-style-type: none"> <li>• Compliance with Victoria Walks' policies, procedures and position statements.</li> </ul>	
Safety in the workplace	<ul style="list-style-type: none"> <li>• Compliance with Victoria Walks OHS policy</li> <li>• Reporting hazards</li> <li>• Compliance with required safety procedures.</li> </ul>	

**Additional information relevant to the role**

- The areas of accountability and key responsibilities above define the parameters of the role, but the incumbent is unlikely to undertake all of these activities in any one period. Ongoing activities and priorities will be determined by the Principal Policy Advisor in consultation with the incumbent and Executive Officer and workload will be managed by the Principal Policy Advisor and incumbent with ongoing discussion.
- The position is based at Victoria Walks office, currently 7/225 Bourke St (dependent on COVID restrictions), but work from home is available if a workspace/working environment is appropriate for undertaking the required duties and complies with Victoria Walks OHS Policy and Flexible Working Arrangements Policy & procedures.
- The position is 0.5 FTE for 12 months, although the organisation will consider an appointment at 0.4 FTE (2 days per week).