POSITION DESCRIPTION – Government Relations & Engagement Adviser	
Part 1 – Expectations for Your Role	
Position	Government Relations & Engagement Adviser
Service / Program	Communication Engagement and Advocacy
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Support Services – Level 6
Reports to	Director Communications & Strategic Engagement
Effective Date	August 2026

Purpose

Strengthen and systematise the organisation's engagement with federal, state/territory and local governments so that funding, policy and partnership decisions support our strategic goals and community impact.

The role will:

- Embed government engagement practices and literacy across the organisation so that subject matter experts (SMEs) can confidently and appropriately work with their government contacts.
- Support structured relationships with decision-makers and influencers across all three levels of government (elected representatives, advisers and officials), including through the development of relevant, timely and tailored resources.
- Raise Each's profile within government, positioning it as an experienced, data-driven and innovative provider of services, to support diversification and sustainability of funding through grants, tenders, pilots and policy-driven opportunities. It will not have a BD function but can provide advice where relevant.

This role reports to the Director Communications & Strategic Engagement and works closely with Communications/Marketing, program heads and the executive. Externally, it builds and maintains relationships with elected representatives, advisers and officials across federal, state/territory and local government.

Key Deliverables

Relationship mapping and engagement – all three levels of government

- Develop and maintain an enterprise stakeholder map covering:
  - Federal: relevant ministers, shadow ministers, MPs, advisers and departments.
  - State/territory: ministers, MPs, senior officials and regional executives.
  - Local: mayors, councilors, CEOs and key officers in priority LGAs.
  - Relevant other agencies such as National Indigenous Australians Agency (Federal) and Department of Treaty Offices (state)
- Deliver a coordinated, enterprise-wide government engagement program, aligned to policy and budget cycles, so that SMEs and executives meet the right stakeholders at the right time. Maintain an annual engagement calendar that gives a single view of all government-facing activity.
- Prepare and support leaders and SMEs for meetings and briefings (supporting ad-hoc MP visits, packs,

talking points, follow-up actions).
- Priorities will be:
  – Tier 1 – strategic relationship development
  – Tier 2 – relationship maintenance and reputation management
  – Tier 3 – constituent and resident brand building and awareness raising

Policy, funding and risk intelligence
- Monitor relevant policy, budget and program developments at all three levels of government and translate them into clear implications and opportunities for the organisation.
- Provide concise written and verbal updates for executives and program heads.

Leveraging government networks and channels
- Work with Communications and Strategic Engagement team to package content suitable for:
  – MPs' and councilors' newsletters, speeches and social feeds.
  – Departmental and council websites, e-news and community updates.
- Proactively identify local stories (e.g., service openings, client outcomes, partnerships) that help government stakeholders showcase impact in their communities while amplifying the organisation's work.
- Coordinate and support joint events and announcements with government ensuring alignment with media and internal comms.

Building internal capacity ("whole-of-organisation" engagement)
- Develop simple tools and protocols so staff can safely and effectively engage their government contacts, e.g.:
  – Government engagement guidelines (who can do what, when to loop in this role/executive).
  – Key messages, priority issues and "do/don'ts" for meetings and correspondence.
- Deliver basic training/briefings for SMEs and leaders (how government works, cycles, how to frame asks, follow-up discipline).
- Coach program heads on nurturing local relationships with key government stakeholders while maintaining central oversight of key risks and messages.

Coordination, systems and governance
- Maintain clear records of interactions, commitments and follow-up
- Support the development and application of internal protocols for government engagement, including escalation of sensitive issues (such as potential for negative media, funding risk etc) and alignment with advocacy and communications strategies.
- Contribute government insights to strategic planning, risk registers and major organisation-wide initiatives.

Skills

- Proven ability to build and sustain structured relationships with elected representatives, advisers, government officials, community groups and internal leaders, and to translate organisational priorities into messages that resonate with each audience.
- Excellent written and verbal communication skills, including the preparation of briefings, stakeholder correspondence and engagement materials.
- Strong interpersonal, negotiation and influencing skills, with the ability to navigate sensitive issues and manage competing priorities.
- Demonstrated ability to analyse policy, funding and regulatory developments, undertake research, and translate insights into practical recommendations.
- Experience coordinating complex engagement activities, projects and stakeholder initiatives across diverse groups and communities.

- Ability to work collaboratively across a complex organisation and with diverse communities, demonstrating cultural awareness, sound judgment and a partnership approach.

Experience and Knowledge

- Essential: demonstrated experience in government relations, public affairs, stakeholder or community engagement, or public policy, including preparing briefings and managing relationships with government decision-makers.
- Strong understanding of Australian government structures, decision-making processes and funding environments across federal, state and local government.
- Desirable: a background in communications, public policy, political science, public administration or a related discipline, and familiarity with the Not-For-Profit or health sectors.

Qualification/Registrations/Licences

- Relevant tertiary qualifications in communications, public policy, public administration or a related discipline, or equivalent experience (desirable, not essential).

Physical and cognitive Requirements

- **Office Environment**: Sit for extended periods and use office equipment.
- **Data Entry and Records**: Maintain accurate records of government interactions, commitments and follow-up actions in Each's systems.
- **Office Mobility**: Move around the office and attend meetings.
- **Light Lifting**: Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory**: Read documents and communicate effectively in person and via phone/video.
- **Cognitive Demands**: Manage competing priorities and tight deadlines, handle politically sensitive and confidential information, and maintain judgement and composure when responding to escalated issues.
- **Travel**: Travel to Each locations, government offices, electorate offices and events across Victoria.

Why we include physical and cognitive requirements in our position descriptions

We list the requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.

POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.