



**Queensland Advocacy  
Incorporated**

Advocacy for people with disability.

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<b>Position Title</b>	Systems Advocate
<b>Location</b>	Queensland Advocacy Inc. Level 2, 43 Peel Street, South Brisbane, Meanjin Qld 4101
<b>Industrial Instrument</b>	Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award)
<b>Classification</b>	Level 5
<b>Full Time/Part Time</b>	Part Time (18.75 hours per week)
<b>Position Reports to</b>	Principal Solicitor Human Rights Advocacy Practice

## 1. Queensland Advocacy Incorporated Values

The appointee to this position will have a commitment to Queensland Advocacy Inc (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

## 2. Organisational Context

QAI is an independent, community-based advocacy organisation for people with disability. QAI's mission is to advocate for the protection and advancement of the needs, rights and lives of people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action,
- being on the side of people with disability,
- being understanding of their position and vulnerability,
- being independent with minimised conflicts of interest,
- focussing on fundamental needs, welfare and interests,
- doing advocacy with vigour and a sense of urgency,
- remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do,
- need to live well and have the same opportunities in life as other people,
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities,
- should not be segregated, congregated or isolated on the basis of disability.

*QAI's mission is to advocate for the protection and advancement of the needs, rights and lives of people with disability in Queensland.*

### 3. Position Statement

QAI will shortly commence operating an inaugural Statewide disability advocacy network, including:

- A) An information hub with telephone and online information resources; and
- B) An advocacy network of organisations providing disability advocacy in Queensland.

The Systems Advocate will analyse, plan and implement actions and campaigns to achieve positive systemic reform for people with disability in line with Queensland Disability Advocacy Network's values, goals and priorities.

#### ***Key Position Responsibilities and Accountabilities:***

- Keep informed of current government and community attitudes and policies and their effects on the lives of people with disability;
- Research and analyse systemic opportunities and threats;
- Liaise with members of the Queensland Disability Advocacy Network to collate and progress systemic issues identified;
- Develop policies and lobby for social, cultural, attitudinal, environmental, political and legal change that advocates for the protection and advancement of the needs, rights and lives of people with disability, in consultation with the Queensland Disability Advocacy Network;
- Write position papers, submissions and material in relation to identified priority issues;
- Undertake responsibility for planning, co-ordination, implementation and administration of campaign work in line with QAI's priorities, budget and capacity to do the work;
- Identify and liaise with key players including: the Office of the Public Advocate, Office of the Public Guardian, the NDIA, Queensland Human Rights Commission, Queensland and Commonwealth Ombudsman, the Disability Royal Commission and other entities;
- Bring together or join with like-minded others, including members of the Queensland Disability Advocacy Network, to take further action on these issues on behalf of people with disability;
- Lobby government and community to bring about positive, sustainable change to the lives of people with disability;
- Monitor achievements and report in line with QAI's policy;
- Comply with record keeping practices consistent with obligations of a community legal service;
- Internal reporting and external reporting to the funding bodies as required;
- Participation in the network for Queensland disability advocates;
- Preservation of the mission and intent of QAI: Promotion, protection and defence of people with disability through the Human Rights Advocacy Practice and provision of systemic information to the systems advocacy team, to contribute to law reform and systemic advocacy work.

**General:**

- Demonstrate commitment to QAI's values and beliefs and the principles and elements of social advocacy;
- Ensure that client files and records are kept and maintained in accordance with the requirements of the National Association of Community Legal Centre's Risk Management Guide and QAI's policies and procedures, including appropriately utilising CLASS, Queensland Government platforms and Microsoft 365;
- Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI;
- Performing various tasks including maintaining client databases (CLASS), QAI's electronic filing systems, Microsoft 365 and its integrated apps and perform work including drafting correspondence, advice letters and preparing documents;
- Undertake training required to perform the above duties;
- General office teamwork and assistance;
- Undertake own word processing and administrative tasks; and
- Carry out any additional duties within the scope of the position as directed by the coordinator.

**4. Requirements of the Position:*****Values, skills, knowledge:***

- Exceptional listening and communication skills – particularly the ability to ask the questions that will both encourage and support individuals and assist with planning strategic advocacy;
- Highly developed interpersonal skills, specifically the ability to converse with people at grass roots, as well as those in positions of authority to affect change in the lives of young people with disability;
- Well developed organisational and time management skills, including the ability to plan, implement and evaluate strategic pieces of work; and
- Comply with the code of conduct and ethics and confidentiality requirements of QAI and with the National Disability Service Standards.

***Relationships:***

- Ability to work independently or collaboratively as part of a team to achieve positive outcomes;
- Ability to work non-confrontationally, yet reason and argue assertively on important issues on behalf of people with disability;
- Provide client and service delivery reports to the Coordinator within agreed timeframes; and
- Driven by integrity, responsibility, accountability, attention to detail and pride in work.

***Essential:***

- Strong commitment to human rights, social justice and diversity;
- Good knowledge of people with disability and understanding of what makes people vulnerable;

- Highly developed conceptual and written skills with the ability to analyse the big picture and relate this to individuals' lives;
- Excellent written and oral communication skills to a wide variety of audiences, including to people with mental illness, intellectual disability and cognitive impairment; and
- Criminal history screening clearance.

***Desirable:***

- Previous experience at a Community Legal Centre, social justice organisation and/or disability advocacy organisation, would be advantageous;
- Legal/social work/allied health qualification or equivalent experience; and
- Advocacy experience (legal or non-legal).