

Advocacy and Communications Cadet

Location	NSW Hunter Region (Thornton)
Date position description approved	18 February 2025

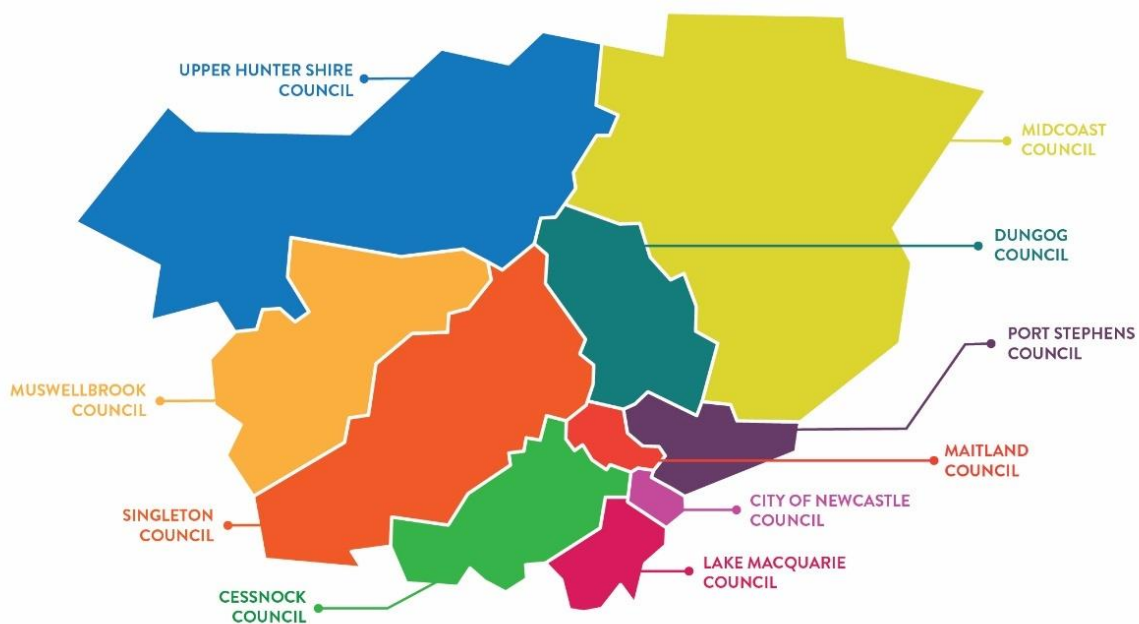
The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the ten Councils of the Hunter region of New South Wales that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy.

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of advocacy initiatives and programs that are delivering real outcomes for our region.

The Board of the Hunter JO comprises the Mayors of the ten Councils of the Hunter Region.



Our values

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place-based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.

Purpose of the Role

This role supports government relations, advocacy, and the delivery of regional projects in the Hunter JO's key focus areas: Connectivity, Resilience, Jobs & Economy, and Liveability. It involves working closely with JO staff and external stakeholders, including member Councils, State Government agencies, research institutions, businesses, and community groups.

Key responsibilities include advocacy, written and verbal communications, administration, stakeholder engagement, and project research, analysis, and delivery to support regional initiatives.

Key Responsibilities of the Role

- Provide support to the Advocacy and Government Relations Lead in their role to:
 - Enable Hunter JO Board Members (10 Mayors and General Managers of the councils) to engage effectively with all levels of government by preparing meeting briefs, background materials, and strategic advice.
 - Assist in advocacy planning and implementation, including direct written and verbal engagement with Ministers and senior public servants to support policy, strategy, and project negotiations.
 - Monitor the political and policy landscape to inform advocacy priorities and strategic positioning.
 - Implement day-to-day advocacy activities to support the Hunter JO's engagement with government and achieve strategic objectives.
- Provide communications support to promote the Hunter JO's advocacy and strategic priorities, including:
 - Support the development of issue briefs, research materials, infographics, and talking points for advocacy efforts.
 - Assist in delivering communications campaigns, media releases, and digital/social media content to promote the Hunter JO's agenda.
 - Monitor media coverage relevant to advocacy priorities and maintain relationships with Member Council communications teams.
- Conduct research and analyse data to inform advocacy positions and support regional project delivery.
- Assist in planning and facilitating workshops and capacity-building events with member councils and stakeholders.
- Contribute to the preparation of project proposals, business cases, and grant applications to expand regional initiatives.
- Perform other duties as required, aligned with the cadet's skills and training.

Key challenges

- Understanding and navigating complex and regularly changing political environments at all levels of government.
- Engaging with multiple and wide-ranging stakeholders with often conflicting and overlapping priorities to identify agreed positions and priorities.
- Synthesising and translating complex material and issues into clear and succinct communication messages and formats to support advocacy efforts targeting a range of audiences.
- Understanding and identifying emerging risks.

Key relationships

Who	Why
Internal	
Hunter JO Board	<ul style="list-style-type: none"> • Support the Advocacy and Government Relations Lead in providing advice and reports for the Board.
Hunter General Managers Advisory Committee	<ul style="list-style-type: none"> • Support the Advocacy and Government Relations Lead in providing reports on the progress and effectiveness of advocacy programs and activities.
Manager	<ul style="list-style-type: none"> • Liaise and report regularly on the focus, planning and delivery of day-to-day work program. • Collaborate on the development of strategic advocacy plans and work programs. • Identify emerging issues/risks and their implications
Hunter JO Policy and Programs Team	<ul style="list-style-type: none"> • Communicate regularly on the focus, planning and outputs of project initiatives. • Collaborate and support the development of strategic advocacy plans, communication campaigns and work programs.

Who	Why
	<ul style="list-style-type: none"> Collaborate to formulate regional advocacy positions based on work undertaken in the role that harness the knowledge and evidence base held within the team.
External	
Council staff (Hunter JO Member Councils)	<ul style="list-style-type: none"> Support engagement to build relationships and opportunities to promote the Hunter JO's advocacy and strategic priorities.
Other Joint Organisations, peak advocacy bodies, and regional advocacy groups	<ul style="list-style-type: none"> Support engagement to build relationships and opportunities to promote the Hunter JO's advocacy and strategic priorities.
Ministers and senior public servants (State and Federal)	<ul style="list-style-type: none"> Support the engagement and communication with the Hunter JO Board of Mayors
Media networks	<ul style="list-style-type: none"> Supporting role in managing networks to communicate information and opportunities regarding the Hunter JO's advocacy and strategic priorities.

Reporting

Reports to	Advocacy and Government Relations Lead
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Essential Requirements

1. Undertaking tertiary education in communications, engagement, public policy, government relations, project management, or business administration.
2. Ability to work in a team environment and work independently, and to exercise initiative and problem-solving skills, including the prioritisation and management of own work schedule.
3. Good interpersonal skills and emotional intelligence, including the ability to confidently liaise with a wide variety of people.
4. Good organisational skills and attention to detail.
5. Ability to undertake research, analyse outcomes, and communicate findings to various technical and non-technical audiences.
6. Competence with various software packages and website software, for example but not limited to Outlook, Word, PowerPoint and Excel.
7. Class C NSW Drivers licence

Desirable Requirements

1. Previous experience with any communications or engagement work or tasks, especially written communications and report writing.