



# Candidate information pack

Director of Policy

Ability First Australia

**Reference No: 1066**

**Close date: 11.30pm AEST Monday 29 June 2026.**

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## Director of Policy

### Position description

#### Position Overview

<b>Reports to:</b>	Chief Executive Officer	<b>Employment Type:</b>	Full time
<b>Location:</b>	Flexible (regular Canberra presence required)		

*Ability First Australia is an inclusive employer and strongly encourage applications from people with disabilities.*

#### Key Challenges

The Director of Policy is responsible for leading the development and articulation of Ability First Australia's (AFA) policy agenda across the disability and National Disability Insurance Scheme (NDIS) reform landscape.

The role provides strategic leadership on complex policy, funding, regulatory and system reform issues, ensuring AFA's policy positions are evidence-based, credible, and reflective of the operational realities of registered not-for-profit disability providers.

The position works closely with AFA members, government, regulators and advocacy colleagues to influence decision-making and advance outcomes for the disability sector.

#### Knowledge, Skills and Abilities

To be a strong contender for this important role you will excel in working in complex reform and regulatory environments, have credibility with government, regulators and sector leaders, and be adept at producing evidence-based policy positions and high impact submissions. Your integrity, judgement, resilience, and outcomes focus will be paramount. You will have a strong focus on policy development within the disability, human services or care sector and be skilled at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by sound judgment, intellectual rigor, first class communication skills and impressive interpersonal and stakeholder engagement skills.

#### Key internal and external relationships

- Chief Executive Officer
- AFA Executive and Advocacy Team
- Member CEOs and senior executives
- Australian Government departments and agencies

- Media
- Regulators and statutory bodies
- Sector peaks, alliances and partners

## Key accountabilities

### Strategic Policy Leadership

- Lead the development, implementation and maintenance of AFA's policy platform across disability and NDIS reforms.
- Provide strategic foresight and horizon scanning to anticipate policy, legislative and regulatory developments.
- Analyse and assess reform proposals, identifying implications, risks and opportunities for AFA members.
- Ensure policy priorities align with AFA's strategic objectives and member needs.

### Evidence and Policy Development

- Develop and maintain deep technical expertise in NDIS funding, pricing mechanisms and provider cost structures.
- Commission, analyse and synthesise data from:
  - Member organisations
  - Benchmarking and sector data
  - Independent research and policy reviews
- Build robust evidence bases to support policy positions and reform arguments.
- Translate complex policy and economic analysis into clear, persuasive and decision-ready materials.

### Submissions and Policy Outputs

- Lead the preparation of high-quality submissions to government consultations, statutory reviews and parliamentary inquiries.
- Produce policy briefs, research summaries, background papers and discussion documents for advocacy and member use.
- Ensure policy outputs are structured as effective advocacy tools, with clear recommendations and compelling framing.
- Maintain consistency, quality and credibility across all AFA policy products.

### Member Engagement and Sector Leadership

- Build strong, trusted relationships with AFA member organisations.

- Act as a key point of contact for policy consultation, intelligence gathering and issues escalation.
- Engage members to understand service delivery realities and emerging system pressures.
- Facilitate collective policy thinking and shared understanding across the membership.

### **Advocacy and Executive Collaboration**

- Work closely with AFA's advocacy and engagement team to ensure policy readiness for government engagement.
- Prepare briefings and technical advice for meetings with ministers, senior officials, regulators and stakeholders.
- Support the CEO and Executive with strategic advice on reform developments and sector impacts.
- Contribute to aligned policy, advocacy and strategic communications.

### **Qualifications**

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

### **Eligibility**

Applicants must have the legal right to work in Australia and be eligible to obtain a sponsored access pass to be considered for this role.

### **Reasonable adjustments**

**Executive Intelligence Group** is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

## **Ability First Australia**

Ability First Australia is a national strategic alliance representing leading not-for-profit disability service providers. AFA advocates for a sustainable, high-quality disability supports system that enables inclusive communities and positive outcomes for people with disability.

AFA plays a central role in shaping national policy discourse and reform implementation across the National Disability Insurance Scheme (NDIS) and the broader disability ecosystem.

### **More information**

More information about AFA is available at: <https://abilityfirstaustralia.org.au/>

## Preparing your application and selection criteria

Your application should include a CV and a cover letter (approximately 1000 words) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, please take account of the following:

### Selection Criteria

#### Essential

- Significant experience in policy development within the disability, human services or care sector.
- Demonstrated ability to operate effectively in complex reform and regulatory environments.
- Proven experience producing evidence-based policy positions and high-impact submissions.
- Strong understanding of government policy processes and decision-making frameworks.
- Exceptional analytical, written and verbal communication skills.

#### Desirable

- Experience working within an industry association or membership-based organisation.
- Direct experience with NDIS policy, pricing, funding or regulatory frameworks.
- Experience engaging with data, financial or cost modelling related to service delivery.

#### Capabilities and Attributes

- High credibility with government, regulators and sector leaders.
- Strong policy positioning and advocacy capability.
- Strategic thinking combined with operational pragmatism.
- High emotional intelligence and stakeholder management skills.
- Ability to manage multiple priorities in a dynamic reform environment.
- Resilient, proactive and outcomes-focused.

#### Performance Expectations

Performance will be assessed against:

- Quality and impact of policy positions and submissions
- Strength of relationships with members and government stakeholders
- Contribution to AFA's strategic objectives and advocacy outcomes
- Responsiveness to emerging reform and sector challenges

In addition to submitting your CV and a cover letter you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** accepts applications via our website.

When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable.
- When you apply for the first time, please create an account and make a note of your username and password.
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY**

vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.

- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years.
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes.
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure you contact us as there may be an issue with your application lodgement.
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update.
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

### **How to apply online:**

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.

8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.