

## Position Description

### Policy and Research Manager

<b>Reports to</b>	CEO
<b>Type:</b>	Part time (0.6 FTE)
<b>Location</b>	Sydney

#### Business Overview

Ecstra Foundation equips Australians with access to the resources they need to make confident money decisions for their financial future. The Foundation is deeply committed to building the financial capability and wellbeing of all Australians within a fair financial system.

Ecstra Foundation is a recently established not-for-profit entity, with initial funding provided through the Community Benefit Payments scheme. This means consumers will always be placed at the centre of its work.

Ecstra Foundation's extensive grant programme will support organisations committed to helping people and communities manage money issues and to addressing the structural barriers and inequalities in the financial system.

#### Job Summary

Engaging all levels of stakeholders, your insights will contribute to Ecstra's strategic granting programme and support our ambition to build the financial capability of all Australians within a fair financial system. Ecstra will contribute an independent voice and focus on equitable treatment and outcomes for Australians navigating financial choices and providers.

#### Primary responsibilities

- Identify and analyse key issues, barriers to financial access and potential solutions to improving financial capability and wellbeing across key target consumer groups.
- Research current and emerging practical approaches to addressing financial literacy and capability in communities, schools and workplaces.
- Monitor and provide analysis of developments in Australia and internationally that affect different groups of consumers. Topics could consumer education, pay day lending regulation, insurance and superannuation reform, digitisation of banking, behavioural insights on managing money, structural conflicts of interest, addressing economic abuse (including elder abuse), women managing money and vulnerable consumers.

- Prepare submissions to government enquiries, draft policy statements, generate and contribute at a local and national level to dialogues on financial services reform including the Banking Royal Commission recommendations, aimed at building a more effective consumer centric financial system.
- Liaise and share knowledge with diverse stakeholders including government, ASIC, AFCA, consumer groups, community organisations, other philanthropic funders, financial service providers and industry bodies.
- Work with our grant partners across to highlight and communicate the experience of different groups of consumers dealing with money issues, including interaction with financial and service providers.
- Promote and collaborate with members of the National Financial Capability Network and Financial Inclusion Action Plan group (FIAP).

## **Knowledge, skills and abilities for the role**

### **Essential Skills**

- At least 7 years PQE
- Demonstrated experience and expertise in research and policy development, analysis, implementation, evaluation and review
- Ability to interpret complex information rapidly and accurately and translate into commonly understood concepts.
- Good oral and written communication skills and personable approach
- Provide technical and administrative support to two advisory committees (focused on retirement options/aged care and female economic empowerment respectively)
- Effective organisational and time management skills, including the ability to work with minimal supervision as part of a small team.
- Dedication to building an evidence base around “What Works” in the Australian financial capability context.

### **Desirable**

- Tertiary qualifications or significant expertise in a relevant discipline such as finance, economics, social sciences, journalism and/or public policy,
- Knowledge of social and economic policy in relation to the provision of community services in Australia. This could include social services, aged care, women, superannuation and systemic barriers to improving access to services
- Experience working in or with the community, financial services, government or not for profit sectors.