Adviser, Policy & Government Relations

POSITION NO 0039352

CLASSIFICATION UOM 8

SALARY UOM 8 - $108,009 - $116,906 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Position Summary

The Chancellery Policy & Government Relations team is responsible for positioning the University of Melbourne as a trusted source of policy advice with government and policy makers and works to secure policy settings that enable the University to pursue its vision as a world class, public-spirited institution.

The Adviser, Policy & Government Relations, reporting to the Director, Policy & Government Relations, is a key member of the Policy & Government Relations team responsible for keeping up-to-date with the changing policy landscape for higher education at a State and federal level and understanding how these changes impact the University. The incumbent will provide timely analysis, research and advice on emerging higher education sector issues, government policy initiatives and funding opportunities and will contribute to the effective and efficient operation of the team. The role supports a structured engagement program with MPs, advisers and the public service.

The work environment of the Policy & Government Relations team is fast paced, proactive, collaborative and supportive. Members of the team are expected to work harmoniously with stakeholders, to be effective communicators, to produce high quality, timely outputs and to be focused on the achievement of the University’s goals. The incumbent will demonstrate professional competency and integrity through building and maintaining strong and effective relationships with internal and external stakeholders to ensure the efficient delivery of high quality policy and government relations advice, exercising professionalism, discretion and confidentiality and maintaining good relations with personnel of other institutions, government departments and agencies, peak associations and non-government organisations.

1. Key Responsibilities

- Monitor and analyse policy issues, including emerging and possible policy and regulatory developments that could have a negative impact on the University or that pose opportunities for research, analysis and advocacy.
- Provide research, analysis and advice, as part of the public policy review process, to the other members of the Policy & Government Relations team and also other Chancellery teams, including Chancellory Research and Enterprise, Communications and Marketing and Faculties.
- Prepare concise public policy position papers that clearly and persuasively articulate the University’s approach towards a particular issue to internal and external stakeholders.
- Co-ordinate the preparation of submissions to government, internal briefing papers and correspondence working with relevant functions and experts across the University.
- Liaise with relevant external stakeholders, such as government departments, members of parliament, ministerial advisers and peak association policy advisers, as needed, as part of building the University’s public policy knowledge and relationships through which to influence public policy settings.
- Assist with organising meetings and policy forums with government officials, including research on participants, preparation of agendas, briefing University participants and follow-up from meetings.
- Work with the Director, Policy & Government Relations and, as directed, with other senior members of the Chancellery, on specific projects which include or relate to priority policy issues, initiatives and programs integral to the University’s strategy.
Build and maintain strong and effective relationships with internal and external staff to ensure the efficient development of policy positions and supporting advocacy and government relations plans.

Perform other tasks and duties as required by the Director.

Occupational health and safety responsibilities and environmental responsibilities as outlined in section 7.

1.1 EXAMPLE OF OPTIONAL SUB-HEADING

Key responsibilities

2. Selection Criteria

2.1 ESSENTIAL

Tertiary qualifications in a relevant discipline and relevant work experience.

Well-developed written, oral and presentation communication skills including the capability to lead the preparation of submissions, curate the development of policy roundtables and effectively engage colleagues at all levels of the University.

Well-established knowledge of the public policy landscape and the process by which public policy is developed, including demonstrated skills in public policy analysis and development so as to advance an organisation’s strategy.

Demonstrated ability to build effective working relationships with key staff in large, complex organisations using high-level negotiation skills and diplomacy. Experience building relationships within government is required experience.

Demonstrated knowledge of, and experience with, Australian federal and Victorian state politics and political parties, the policy process and the ability to build influence with stakeholders.

Ability to maintain a dispassionate, objective and non-partisan perspective in the preparation of policy analysis and engagement with stakeholders.

Strong interpersonal skills with the ability to work collaboratively and effectively with a diverse range of stakeholders, other University work units and external organisations.

Well-developed planning, organisation and project management skills; ability to manage competing tasks and to work collaboratively as a team member and independently; demonstrating initiative and the ability to deliver designated outputs to tight timelines in a fast-paced environment.

Well-developed computer skills including Microsoft Word, Excel and PowerPoint.

2.2 DESIRABLE

Experience in higher education policy analysis or the higher education sector.

Experience in the political dimension of public policy development.

Expertise in preparing presentations e.g. Prezi.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
Under broad direction from the Director, Policy & Government Relations the position will have autonomy in setting a day-to-day work program in order to balance competing priorities and to meet deadlines. The position is required to show initiative, to anticipate policy and briefing needs and to be proactive in providing support to the Director, Policy & Government Relations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position is required to exercise good judgment in the assigned responsibilities. The incumbent is expected to anticipate demands of the team and other Chancellery functions with which the team has a close day-to-day working relationship, including the Office of the Vice-Chancellor, senior leaders in the Chancellery, and functions within the Strategy and Culture portfolio.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to have good professional knowledge obtained from experience in working in government and/or the corporate sector. The incumbent will have, or will have the capacity to quickly establish, a sound understanding of the strategic imperatives of the University of Melbourne, the scope and nature of the Chancellery’s accountabilities, the University structure and to identify key internal and external stakeholders.

3.4 RESOURCE MANAGEMENT

This position is responsible for efficient time management and effective use of work resources without compromising on quality.

3.5 BREADTH OF THE POSITION

The Policy & Government Relations team works collaboratively with all Chancellery functions and more broadly across faculties, institutes and centres affiliated with the University.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy
sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **Strategy and Culture**

The Strategy and Culture portfolio includes six teams:

- **University Governance**: Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. The Academic Board Secretariat within the Governance team provides expert advice and governance support for the Academic Board, which is a committee of Council established under the University of Melbourne Act with delegated oversight of academic policy and quality. University Governance also oversees the University's regulatory framework.

- **Strategy, Planning and Performance**: Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.

- **Policy and Government Relations**: Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University's relationships with Government.

- **Community and Cultural Partnerships**: Spans the strategic leadership of the University’s place-based engagement priorities, including campus neighbourhoods, Melbourne’s west and the Goulburn Valley; and cultivating relationships with key community and civic partner organisations, including several organisations working to advance Indigenous development. The team also has oversight of the development of the cultural estate plan and cultural affiliates and departments such as the Potter Museum, Melbourne Theatre Company and Science Gallery.

- **Marketing and Communications**: Chancellery Marketing and Communications formulates and leads strategies in support of the University of Melbourne’s overarching strategic plan, *Growing Esteem*. It fosters a culture of best practice and collaboration across the University’s marketing functions and uses marketing insights to inform decision-making across the University.
• **HR and OHS:** This team specialises in attracting the best thinkers in the world, supporting our innovative and diverse community, and ensuring the University is a place to grow and thrive.

### 6.2 CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

### 6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.
The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance