Position Description

Title: Director, Government Relations

HEW Level: HEW Level 10

Faculty/Office: Deputy Vice-Chancellor Engagement

Position Number: TBC

Department/Team: DVCE Office

Date: December 2020

Position Purpose: To establish and build Macquarie University’s relations with state and federal governments in alignment with Macquarie’s strategic vision and objectives.

ORGANISATIONAL CONTEXT

The Office of the Deputy Vice-Chancellor (DVC) Engagement is accountable for achieving the strategic goals for the University with regard to domestic and international recruitment, corporate engagement, advancement and the Macquarie University brand.

The portfolio includes:

- Group Marketing, who manage and promote the University’s brand, reputation and achievements. It supports the University in delivering programs that differentiate the University’s brand and drive growth in our domestic and international market across all student cohorts.
- The Office of Advancement, who lead and support the University’s fundraising and alumni relations endeavours.
- Corporate Engagement who identify, develop and grow relationships with local, national and international corporate partners to support University goals.
- Macquarie International (MI) is responsible for the design and delivery, in partnership with Faculties and key portfolios, of the university’s global engagement across international student recruitment, academic pathways and collaborations, and strategic partnerships.
- Future Students who develop and implement strategies and initiatives aimed at attracting and converting domestic undergraduate and postgraduate coursework students.
- Government relations, which builds Macquarie University’s relations with local, state and federal governments in alignment with Macquarie’s strategic vision and objectives.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Collaborate with the Vice-Chancellor (VC), Vice-Chancellor’s Chief of Staff (VCCS) and Deputy Vice-Chancellor Engagement (DVC-E) to develop a comprehensive University strategy for Government relations across local, state and federal governments.
- Lead the delivery of the University strategy for Government Relations, partnering with the VC, DVC-E and other members of the University Executive (and other relevant staff, at various times) as appropriate to the setting.
- Lead and ensure the promotion of the University’s value proposition to government bodies and agencies with the aim of strengthening the University profile.
- Provide advice and support to key internal stakeholders in relation to securing additional government funding for the University, including – selectively - leading these efforts on behalf of relevant stakeholders.
- Build and maintain relationships of trust and influence with local, state and Federal Government, Members of Parliament, politicians, departments and agencies.
- Build, manage and deepen relationships with relevant peak bodies to facilitate and promote joint advocacy activities.
- Provide strategic advice to the Executive and relevant key staff on the effective management of the University’s relations with all levels of government.
- Monitor all relevant government policy developments across the sector and coordinate the University’s response to government initiatives and consultation processes to ensure that they effectively represent and promote the University’s position.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Deputy Vice-Chancellor Engagement</th>
</tr>
</thead>
</table>
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | • Vice-Chancellor  
• University Executive  
• Key stakeholders with government interactions |
| Other Key Relationships: | • Executive Manager  
• University Senior Managers |
| Budget Accountability: | TBD |
| Role-specific Conditions: | Criminal History Check  
Qualification Check  
Domestic travel may be required.  
Out of hours work as required. |
| Scope and autonomy | Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs. |
| Problem solving | Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making.  
Conducts nuanced, insightful analysis of issues and synthesises the findings concisely for an executive audience and key University stakeholders. |
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

## COMPETENCIES
Clusters of behaviours required for successful performance.

- **Developing Strategy**: Taking a long-range, broad approach to problem solving and decision making through objective analysis, thinking ahead and planning.
- **Planning and Execution**: Managing time and resources to complete tasks and achieve objectives.
- **Organisational Agility**: Navigating the University’s systems and structures to achieve objectives.
- **Analysis and Judgement**: Evaluating information and data to solve problems and make decisions.
- **Improvement Focus**: Finding better ways of completing tasks or solving problems.
- **Communication**: Effectively grasping and conveying ideas and concepts to others.
- **Relationship Management**: Establishing effective working relationships with others.
- **Influence and Persuasion**: Gaining other people’s buy-in and engaging their support.

## ATTRIBUTES
Personal qualities related to successful performance.

- **Resilience**: Dealing effectively with and recovering quickly from setbacks or pressure.
- **Accountability**: Assuming responsibility for making decisions and delivering agreed outcomes.
- **Flexibility**: Responding effectively to unexpected or changing circumstances.
- **Assertiveness**: Being willing to openly and respectfully express ideas and opinions and justify these when questioned.
- **Interpersonal Impact**: Making a positive impression on others in a range of interpersonal contexts.
- **Integrity**: Maintaining confidentiality, discretion and professionalism.
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Degree or equivalent experience in public policy, public affairs or other relevant field.

Knowledge of political, parliamentary and legislative processes at federal, state and local levels of government.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of the higher education sector

Knowledge of the Federal and State Governments’ developing policy positions on key issues facing the University, along with the opportunities and risks the policy positions create.

Knowledge of how Macquarie University works, its business, structure, policies and processes, and how relevant functions across the University interrelate.

Understanding of the University strategy and key opportunities to drive effective government relations to support its delivery.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

Experience in strategic government relations and external relationships, with a demonstrated ability to provide high level advice on government programs and policy.

Experience in the public sector and/or a ministerial office OR significant experience liaising with ministerial and departmental officers.

High level interpersonal skills and a proven ability to communicate with and influence a range of internal and external stakeholders.

Experience providing strategic advice at a senior level.