



University of
South Australia



THE UNIVERSITY
of ADELAIDE

Creating a new *Adelaide University*

Duty Statement

The University of Adelaide

TITLE: Policy Manager & Writer

CLASSIFICATION: HEO 8

ACADEMIC UNIT/PORTFOLIO: Integration Management Office / Legislation and Academic Governance Domain

LAST REVIEWED: October 2024

Broad Purpose of position

The Policy Manager & Writer will work in collaboration with subject matter experts from The University of Adelaide (UoA) and the University of South Australia (UniSA) to strategically develop and draft a fresh suite of contemporary policies and procedures in line with the Policy Framework for the new Adelaide University. The role will be responsible for writing policy content in a fast-paced environment, as well as managing and coordinating policy related activities within an allocated portfolio (i.e. academic, corporate or other sub-portfolios).

The role sits within the Interim Central Policy Unit (**ICPU**) which is a dedicated team skilled in contemporary policy writing, responsible for creating and centrally managing the development of all policies and procedures for *Adelaide University*. The role will deliver the policies and procedures required to be developed between now and 1 January 2026 against an allocated portfolio.

Position environment

UoA and UniSA are working together to advance the planning and preparatory activities required to establish *Adelaide University* pursuant to *Adelaide University Act 2023* (SA). The Integration Management Office (IMO) is the vehicle dedicated to guiding the establishment phase and driving implementation towards a target launch date of 1 January 2026 and operates within a dynamic project office.

Reporting relationships and key stakeholders

The role will report to the Legislation and Academic Governance Project Lead and take day to day direction from the Senior Policy Lead. The Policy Manager & Writer will be a key member of the IMO team.¹

¹ For any internal applicants, the incumbent will remain employed with their substantive institution and will be located in the IMO.



Other key stakeholders that this position will liaise with include:

Internal

- Members of the ICPU
- Transition Domain Leads and Project Leads
- Key University staff and subject matter experts from UoA and UniSA
- Cross functional workstream leads
- Integration Management Office staff
- General Counsels
- Joint Committee members

External

- External contractors as required

Core responsibilities

- **Writing and editing:**

Develop and edit new policies and procedures ensuring:

- Follow a policy development process that is designed to be industry leading and thought provoking across the ICPU strategic vision
- Content is contemporary, fresh and in line with the *Adelaide University* Policy Framework, future policy suite, style guide and workplan.
- Content is accessible, compelling, engaging, on-brand, and audience focused.
- Industry best practice and compliance with *Adelaide University's* legal and regulatory requirements.
- Complex concepts are translated into clear, concise, and user-friendly documents.

- **Leading and collaborating:**

- Lead the development and delivery of a policy suite against an assigned portfolio from inception to implementation
- Manage and co-ordinate the production of *Adelaide University* policies and procedures to ensure that they are drafted, reviewed, consulted on, and submitted for approval on time.
- Pro-actively challenge the status quo to achieve the desired transformation of new policies and procedures and provide solutions and recommendations to resolve issues.
- Partner with stakeholders, subject matter experts and working groups to draft policies and procedures, including gathering insights and feedback, to ensure that policies and procedures are practical and meet requirements.



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- Establish strong networks and working relationships with stakeholders to identify, engage and leverage expertise from across the UniSA and UoA to support the development of policies and procedures.
 - Provide drafting suggestions and solutions through logical, creative, and innovative thinking and timely, transparent, and consultative decision making.
 - Collaborate with members of the ICPU to ensure consistency across all policies and procedures within the suite.
 - Support the preparation and facilitate the delivery of workshops and information sessions regarding policies and procedures.
- **Benchmarking**
 - Proactively conduct research, benchmarking, and analysis across a range of industries and sources to inform policy and procedure development to meet *Adelaide University's* evolving needs.
 - Analyse and research best practice for policies and procedures through a transformation lens, with a view to creating an exemplar suite of policies and procedures.

Together with the Key Result Areas agreed as part of the performance development plan for this role, the core responsibilities provide the key areas of focus the Policy Manager & Writer will be evaluated against.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Some out of hours work may be required.

University requirements

Staff must follow and apply the following:

1. Our collective culture is one that welcomes all and embraces diversity and behaviours consistent with the respective staff values and behaviours framework.
2. Health Safety and Injury Management
 - Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
 - Report all identified workplace hazards and incidents.
3. Performance Development and Management
 - Participate in the University's Performance Development and Management process.



Selection criteria

Essential

1. Tertiary qualifications in a related discipline (e.g. law), or extensive experience in a comparable professional writing or editing position within a large complex organisation.
2. A level of personal resilience and agility to work within a face-paced environment and champion change management practices and advocacy.
3. Experience in drafting and editing documents which are user friendly and readable by a diverse range of audiences with high level detail and accuracy.
4. Ability to communicate effectively with a range of audiences and clearly articulate and present complex information in a meaningful and usable form.
5. Ability to work autonomously and collaboratively in a fast-paced, complex environment and interact, influence, negotiate and collaborate with a wide range of stakeholders at all levels of the institution to achieve successful outcomes.
6. Demonstrated ability to use independent judgement and initiative, and to think creatively and strategically.
7. Demonstrated experience in driving innovation and transformation in a similar context along with strategic and problem-solving skills to enable the provision and application of insightful and innovative advice.
8. Strong time management skills and proven track record of successfully managing multiple priorities and dependent tasks within tight timelines, meeting non-negotiable deadlines, and delivering high-quality results.
9. Exceptional attention to detail and strong analytical skills with the ability to research, analyse, and synthesise complex issues.
10. High level of information management skills, with advanced experience in using the Microsoft Office suite including Word, Excel and PowerPoint, and planning or task management applications preferable.

Desirable

1. Demonstrated experience in research, analysis, writing and interpretation of policies, regulations and guidelines.
2. Understanding of the higher education sector, including:
 - a. experience in policy development and an understanding of the interrelationships between higher education policies and activities.
 - b. legislative requirements and best practices in policy development.