POSITION DESCRIPTION

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| **POSITION DETAILS** | |
| **Position Title:** | **Government Relations & Policy Advisor** |
| **Position Number:** | 00024881 |
| **Classification:** | HE07 |
| **Faculty/Division:** | Division of External Engagement |
| **School/Branch:** | Media and Corporate Relations Branch |
| **Reports to (position title):** | Head of Government Relations and Protocol |
| **Direct Reports** | N/A |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position in the University’s Delegations. |
| **Special Conditions:** | * Work out of standard hours, as required * Reasonable workplace adjustments will be made for people with a disability * May be required to travel interstate and overseas |
| **Significant Working Relationships:** | * Vice-Chancellor’s Office * Deputy Vice-Chancellors External Engagement, Research, Academic * Faculty, School and Institute leaders and staff * Directors, Managers and Staff of the External Engagement Division * State and Federal Members of Parliament * State and Federal Government Departments |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university and a member of in Australia’s prestigious Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The External Engagement Division supports the growth and success of the University through the development of partnerships and delivery of engagement programs that enhance reputation, grow revenue, and create positive, lasting change in the communities where the University engages. A hub of connectivity for transformative collaboration, the Division is the custodian of brand, reputation and relationships and champions of the University’s ability and potential to achieve impact and influence across research, education and engagement. The Division comprises Marketing, Advancement, Media & Corporate Relations, Future Students, Global Engagement and Children’s University. The Division oversees strategy and delivery of the University’s key services in domestic and international student recruitment, admissions, global engagement, alumni relations and philanthropy, media and corporate communications and industry and government partnerships and volunteers, among many others.  The Media and Corporate Relations branch proactively positions the University of Adelaide as a key driver of social and economic prosperity in South Australia and as a respected thought leader, through effective agenda setting with key external stakeholders in media, government, industry, and the broader community. The branch encompasses dedicated teams in corporate and government relations, protocol management, communications and media capabilities.  Reporting to the Head of Government Relations and Protocol receiving broad direction and working with a degree of autonomy, the Government Relations & Policy Advisor is responsible for operationalising, maintaining and realising the benefits of effective university- wide partnerships with government stakeholders. The position will also provide advice and assistance to those areas across the University that maintain and develop mutually beneficial partnerships with government stakeholders to strengthen those relationships, enhance the University’s reputation and to avoid duplication of activities.  The Government Relations Officer will:   * Provide professional direction to key stakeholders pertaining to all government activities at the University. * Cultivate and enhance the University’s relationships at the federal, state and local government levels. * Contribute to the development and upkeep of the government engagement strategy. * Provide the Corporate Relations team, external engagement, and senior management with research support across the government portfolio. |

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| **KEY RESPONSIBILITIES** | |
| Government Stakeholder Liaison | Working with the Head of Government Relations and Protocol, and the Corporate Relations team:   * Coordinate inbound and outbound requests for government and departmental meetings between key internal stakeholders and external stakeholders. * Establish and maintain constructive relationships with elected and appointed officials on a federal, state and local level. * Prepare briefings and communications for the Vice Chancellor, Vice Chancellors Executive and key senior leaders ahead of government meetings and engagements. * Support the Head of Government Relations and Protocol in delivering against key objectives of the portfolio. * Work with the Protocol team as required to support and deliver upon the University’s government relations protocols and practices. * Assist with government protocol advice and hosting at major whole of university events with a strong government focus. * Coordinate key internal networks to manage strategic partnerships with government stakeholders. * Contribute to the maintenance and progression of the benefits of effective university-wide strategic partnerships with government stakeholders. * Regularly review, evaluate and advise on existing engagement strategies and update implementation plans as required. * Represent the University internally and externally as required. * Draft ministerial and government correspondence for the Vice Chancellor and Deputy Vice-Chancellors. * Inform branch, division and university stakeholders through government media and parliamentary monitoring. |
| Policy | * Assist with coordination and drafting of whole of university government submissions. * Prepare analysis, mapping and briefings in response to government policy announcements and policy position papers which impact the Higher Education sector and the University. * Provide high level strategic advice, briefs, position papers and state and federal budget mapping for the University across Divisions, Institutes and Faculties. * Undertake research as required to understand, communicate and inform key stakeholders on key issues related to higher education and the University’s key areas of strengths. * Provide advice to key internal stakeholders on government policy initiatives and legislative reform to ensure the University is well placed to respond in an appropriate manner. |
| Collaboration and Engagement | * Contribute to the development of the Corporate & Government Relations operations plan. * Contribute to the development of tools, templates and operating procedures to deliver a cohesive government relations function. * Ensure effective communication with government stakeholders including, the development of communications tools in consultation with the Media and Communications team. * Actively contribute to building an engagement culture across the University. * Establish strong and effective networks across the University and externally to support the strategic objectives of the University. * Continue to drive a strong service culture to all internal and external partners and stakeholders. * Actively contribute to building a partnerships culture across the University. * Prepare briefs and memos related to key initiatives in Government Relations. * Contribute to the Divisions reporting requirements. * Actively contribute to building and maintaining a service and innovation culture that delivers on stakeholders’ expectations and reflects our institutional value of excellence. |
| Research and Project | * Participate in the development of strategic government partnerships. * Undertake research relevant to the portfolio. * Contribute to process improvement projects within Corporate Relations and across the External Engagement Division. * Maintain current information on key government stakeholders and trends in those sectors as they relate to the University. * Assist in the maintenance of the stakeholder management database. * Maintenance of Government Stakeholder biography library. |
| Other reasonable duties commensurate with classification level. | |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset,  so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   1. Demonstrated ability and experience in building and managing stakeholder relationships particularly with government stakeholders. 2. A background in government relations and working knowledge of the political and government environment. 3. Demonstrated ability and experience in researching and leading a portfolio of initiatives and projects designed to strategically enhance institutional reputations. 4. High level experience in policy analysis and evaluation and preparation of submissions, briefs and position papers with reference to government settings. 5. Ability to identify, understand and disseminate strategic opportunities, business needs, and political context. 6. Proven ability in project management, demonstrating self-organization and adaptability to effectively prioritise multiple projects simultaneously within tight deadlines. 7. Superior verbal and written communication skills. 8. Exceptional interpersonal skills, enabling maintenance of effective relationships with stakeholders and the ability to communicate with influence to achieve mutually desirable outcomes. 9. Demonstrated ability to work effectively within a complex and changing environment. 10. Proven capability in handling confidential and sensitive matters. 11. Knowledge of the Australian Higher Education sector (***desirable).*** 12. Demonstrated ability to promote the University’s values of integrity, respect, collegiality, excellence and discovery and a commitment to positively comply with the associated behaviour expectations.   **Qualification/s:**   * + Tertiary qualifications in a relevant discipline and 4 years relevant experience; or   + An equivalent combination of relevant experience and/or education/training |