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POSITION DESCRIPTION

Senior Government Relations Manager

# Position Level Faculty/Division Position Number

Original document creation

9

Division of External Engagement

00204808

October 2024

# Position Summary

The Division of Societal Impact, Equity and Engagement (SIEE) is responsible for supporting a diverse and inclusive staff and student community and working with partner communities and broader society towards positive change. The Division of Societal Impact, Equity and Engagement is also responsible for several KPIs for staff and student equity.

The Senior Government Relations Manager plays a lead and strategic role within the Division of Societal Impact, Equity and Engagement, supporting UNSW’s participation in key policy debates, and the planning, development and implementation of activities that will enhance the University’s standing with key stakeholders.

The role reports to the Head of Government Relations & Policy, supporting the Vice-President of Societal Impact, Equity and Engagement, and will also work closely the Vice-Chancellor and other senior UNSW leaders. The Senior Government Relations Manager has no direct reports.

# Accountabilities

Specific accountabilities for this role include:

* Support the Director of Government Relations and Policy with the delivery of UNSW’s government relations strategy.
* Proactively identify and manage opportunities to raise UNSW’s profile or develop partnerships with government, including contribution to policy debates, events, visits to campus and/or other strategically aligned opportunities, and proactively seeking to capitalise on those opportunities.
* Develop and maintain a deep understanding of UNSW’s distinctive strengths and capabilities that are capable of being promoted to political stakeholders, aligning with existing or emerging government policy developments.
* Build and maintain strong relationships and networks with government stakeholders.
* Assist with stakeholder engagement activities, including campaigns and advocacy on issues that are likely to impact UNSW or create strategic opportunities for the University.
* Coordinate the end-to-end organisation and facilitation of government relations events and campus visits to promote the university and showcase its academic and research excellence.
* Coordinate government stakeholders visiting the University including scheduling, briefing and follow through to facilitate productive interactions with university leadership, faculties, staff, and students.
* Pro-actively monitor key policy initiatives that are likely to impact on UNSW or create strategic opportunities for advancing the University and its standing.
* Assist with the preparation of policy reports, briefing papers, speeches, submissions and discussion papers on current and emerging issues in higher education.
* Provide timely and accurate expert advice regarding developments in government to the Director of Government Relations and Policy, the Vice-President (Societal Impact, Equity and Engagement) and other senior stakeholders within the University.
* Lead relevant campaigns and advocacy projects in support of UNSW objectives.
* Maintain an effective database of government relations engagement, including a current schedule of key Ministers, Departmental Heads and other government representatives who can be contacted by senior staff of UNSW.
* Foster a proactive approach to stakeholder engagement, showcasing the function capability and ability to add value to the work required by stakeholders.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf) [Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf)
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others

# Skills and Experience

* Relevant tertiary qualification with extensive subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
* Demonstrated understanding of government relations and familiarity with the political environment, as well as the ability to quickly understand a range of complex policy issues and provide high quality analysis and advice.
* Excellent verbal and written communication and presentation skills, with demonstrated expertise in writing and producing submissions, briefing notes and other communications materials.
* High level project management experience, proven ability to deal with multiple tasks, establish priorities and meet deadlines.
* Excellent networking, interpersonal, stakeholder management and negotiation skills with an ability to foster and maintain strong relationships and achieve effective outcomes.
* Ability to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.
* Demonstrated ability to collaborate as part of a team and with many stakeholders to achieve effective outcomes.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role