



Make
it matter.

POSITION DESCRIPTION

Executive Director, UNSW Public Policy Institute

Faculty/Division	UNSW Canberra
Classification Level	Professional TFR
Hours & Span (Category)	O - UNSW Canberra all staff
Position number	00197606
Shiftwork status	NOT SHIFTWORKER
Allowances	NA
On call arrangements	NA
Original document creation	1 April 2024

Position Summary

The Executive Director, UNSW Public Policy Institute will lead in establishing the Public Policy Institute, from the ground up, which envisions to lead the world in upskilling people across the public policy ecosystem, to be leaders in the public service, business, politics, not for profits and education.

The Executive Director will work with the Dean of UNSW Canberra to drive revenue growth, expand the pedagogical footprint, and in partnership with the Academic Director of the Institute, build course offerings.

The Executive Director will leverage a track record of leadership in public policy and will have a national reputation as a thought leader, along with a demonstrated record of academic excellence.

This role reports to the Dean of UNSW Canberra and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Lead the planning, strategic direction and implementation of the Public Policy Institute, ensuring that the institute's strategy and plans align with that of UNSW

- Lead, develop and implement the Institute's priorities and plans for revenue growth, external engagement, government partnership and community engagement consistent with University/Institute strategic direction.
- Lead media engagement and public speaking events on behalf of the University relating to public policy, utilising a highly regarded profile as a publically recognised leader to enhance the educational reputation and societal impact of the Institute
- Develop, implement and evaluate a comprehensive operational plan outlining the Institute's anticipated growth, ensuring the institute meets ambitious KPI's with regard to impact, revenue generation and profile.
- Effectively administer and allocate institute resources, optimise and operate within budget, and meet relevant corporate governance, legislation and compliance obligations.
- Ensure annual performance monitoring is undertaken consistent with the University's quality management and improvement framework.
- Drive the internal UNSW culture of collaboration, integrity, and respect, supporting development of multi-disciplinary and cross-faculty teams, attracting and developing teaching and research capabilities.
- Support the effective delivery of an innovative and customer focused educational portfolio spanning masterclasses, professional education, short courses and programs aligned to broader university initiatives.
- Enhance the research profile of the Institute by supporting the Academic Director and other staff on the quality and quantity of education (course delivery) and research output and aligning to performance measures.
- Attract high-quality students by nurturing and developing an interest and awareness of research in prospective students, research students and postdoctoral fellows.
- Establish a culture that nurtures an interest and awareness of the needs of early career academics, and develop support systems to assist them achieve their career potential.
- Build the capability of staff through practices such as team building, coaching, mentoring, career development to lead and motivate academic and general staff to maximise performance.
- Ensure timely monitoring and effective negotiation of staff workloads and ensure that all staff understand their responsibilities.
- Ensure the implementation and development of EEO policies and programs at the strategic and operational level, and foster a culture that supports equity, fairness and ethics in dealing with staff from diverse backgrounds.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

- An outstanding record of leadership in public policy, with a profile that is nationally recognised by public policy practitioners.
- Sound knowledge and understanding of the higher education industry both nationally and internationally with demonstrated capacity to provide thought leadership in this area.
- A proven ability to grow revenue for an entity within a complex regulatory environment.
- An understanding of the media landscape, and an ability to shape debate and dialogue on public policy in a non-divisive way.
- Demonstrated commitment to strong collegial leadership, engagement, and a capacity to build and maintain effective collaborative partnerships within an academic environment and within and external to the Institute.
- Outstanding communication and interpersonal skills including the ability to encourage staff to achieve their best and to have difficult conversations where necessary.
- 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.

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

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.