POSITION DESCRIPTION

Tasmanian Policy Exchange Intern (Public Policy)

June 2024
Position Summary

College / Division                Research Division
School / Section                Tasmanian Policy Exchange
Location                        Hobart
Classification                 HEO5
Reports to                      Deputy Director, Tasmanian Policy Exchange

The Opportunity

The Tasmanian Policy Exchange (TPE) was established in 2020 to enhance the University’s capacity to make timely and informed contributions to policy issues and debates which will shape Tasmania’s future. Since then, it has collaborated with researchers and staff across the University, and formed key partnerships with government agencies, industry, and community organisations. The TPE's recent policy analysis includes:

- [Tasmania’s sustainable transport future: Submission to the Draft Transport Emissions Reduction and Resilience Plan](#)
- [Shaping a strategic partnership for Western Tasmania](#)
- [Tasmania’s greenhouse gas emissions: Annual update](#)
- [The Future of Local Government Review](#)

The TPE Intern will make a significant contribution to the development and delivery of innovative policy research, analysis, and engagement, aligned with the University of Tasmania’s mission of making a positive impact on the future prosperity and wellbeing of the Tasmanian community. The TPE Intern will:

- enhance their capabilities by building skills in comparative research and policy analysis;
- build connections with government policymakers and University colleagues;
- increase awareness of career and professional pathways; and
- contribute to the University’s impact agenda and the Tasmanian policy landscape.

This significant graduate opportunity has seen strong fields of honours and RHD graduates apply in recent years. The fully paid position is designed as a 12-month professional development role and is based at the TPE office in Hobart.
About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges, we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose
The TPE Intern will provide high quality support to the TPE’s policy research and engagement, which aims to inform and influence policy design and decision making across a wide range of issues crucial to Tasmania’s future. The TPE Intern gains valuable experience in policy research and analysis.

Key Result Areas

• Contribute to the delivery of high-quality policy analysis aligned with the TPE’s strategic priorities, including undertaking background research, systematic reviews, data analysis and presentation, and the preparation of impactful policy analysis.
• Apply a range of research methods to policy problems across diverse areas, which may include forestry, local government and good governance, decarbonisation and sustainable economic development, child safety and the future of work and training.
• Contribute to the development and maintenance of productive and effective relationships with government, industry, academic and community stakeholders, including attendance at external forums, committees, and working groups when required.
• Undertake other duties as reasonably assigned by the supervisor.

Behavioural Expectations

We aim for everyone to have a positive experience at our University, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

• Treating all others – staff, students and community with fairness, equity and respect.
• Ensuring the workplace is an inspiring and safe place to be.
• Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.
**Success profile**

**Personal Attributes**

- **Investigative**: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- **Innovative**: Able to produce new ideas and adopt radical solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- **Driven**: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.
- **Evaluative**: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.

**Core Capabilities**

- **Self-Awareness and Interpersonal Skills**: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- **Holistic Decision Making**: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.
- **Growth Mindset**: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.

**Role Specific Skills, Knowledge and Experience**

- Outstanding graduate in policy-relevant fields such as Social Sciences, Business and Economics, or Law.
- High level oral and written communication skills with an ability to communicate complex concepts and research findings to non-expert audiences.
- Ability to work effectively and productively as a member of a small team to deliver project-based outcomes against tight timelines.
- A thorough understanding of and commitment to the Tasmanian community, economy, and political system.
- Data analysis and quantitative skills would be advantageous.
- Expertise, or interest, in public policy.

**Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.