

## Position description

### Senior Higher Education Adviser

Department/Unit	Office of the Vice-Chancellor and President
Faculty/Division	Vice-Chancellor and President portfolio
Classification	HEW Level 9
Work location	Clayton campus
Date document created or updated	06 April 2017

#### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The Portfolio of the **Vice-Chancellor and President** is responsible for: high level coordination for, and management and advice to, the Vice-Chancellor; leadership in the management and delivery of key strategic and cross portfolio initiatives; university-level governance, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

#### Position purpose

The Senior Higher Education Adviser, located within the Office of the Vice-Chancellor and President, will assist the Vice-Chancellor (VC) in their role as Chair of Universities Australia. The position is responsible for the provision of policy, advocacy and political advice to facilitate the development and delivery of the Chair's policy agenda.

This focus will encompass a broad range of tasks including preparing documentation and managing tasks following Universities Australia (UA) committee meetings and advising the VC/Chair on policy and political strategies. In addition, the Senior Higher Education Adviser will lead and collaborate with key stakeholders from government and non-government bodies, national and international tertiary institutions, business and community sectors to deliver on the Chair's policy agenda.

**Reporting Line:** The position reports to the Chief of Staff and Director, Office of the Vice-Chancellor and President, under broad direction, working with a considerable degree of autonomy

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

#### Key responsibilities

1. Develop policy briefings, submissions and reports, as well as working with the Director, Government Relations, Vice-Chancellor's Communications Adviser and other relevant staff on other communications material such as presentations and media releases

2. Liaise with key stakeholders, including senior bureaucrats, senior University leaders, committee members, the Universities Australia Board and staff members, politicians, Ministerial advisers, government officials on issues related to Universities Australia to take forward the Chair's strategic agenda
3. Work closely with Universities Australia to provide intelligence on sensitive matters, risks and opportunities to the Chair
4. Lead and develop a substantial network among policy advisers, across the sector and government to influence policy outcomes
5. Provide high quality analysis and advice on higher education issues, concerning university education, research, management and governance
6. Work closely with the Chancellery of each of the member universities of Universities Australia as well as other key stakeholders, to position and influence policy outcomes
7. Prepare background papers and discussion documents for UA meetings and committees
8. Initiate and undertake research by gathering information, reviewing documentation and analysing data to assist in the preparation of various documents
9. Draft complex documents and correspondence for the Chair of UA for key education and government stakeholders
10. Take accountability to organise meetings and discussion groups to run smoothly and to clearly stated agendas by ensuring that the appropriate stakeholders are engaged and the agenda is framed to gain traction and deliver outcomes for the Chairs policy agenda for Universities Australia

## **Key selection criteria**

### **Education/Qualifications**

1. The incumbent should possess:
  - postgraduate qualifications and extensive relevant experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated understanding of higher education policy issues as well as of the University environment, administrative and decision-making structures
3. Excellent oral and written communication skills with the proven ability to tailor communication styles to various target audiences
4. High level interpersonal skills and proven ability to negotiate with and influence a wide range of stakeholders such as senior bureaucrats, university staff and others in the public, private and non-profit sectors
5. Ability to utilise sound judgment, diplomacy, discretion and confidentiality to represent the Vice-Chancellor and Chair of Universities Australia with confidence and professionalism.
6. High level problem solving skills with the demonstrated ability to escalate issues quickly where required or refer matters to other senior staff for advice or action and responding appropriately
7. Demonstrated superior research, conceptual, analytical and problem solving skills
8. Well-developed political awareness and sound judgment
9. Excellent organisational skills with the ability to work autonomously, be self-motivated, prioritise work and plan ahead
10. Significant experience and competence in the use of a range of current business computer software packages, including word processing, spreadsheets, presentation and database packages, including proficiency the MS Office suite

## **Other job related information**

- Travel (e.g. to other campuses of the University and interstate) may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships