

POSITION DESCRIPTION

Position Title	Associate Director, Government Relations		
Organisational Unit	Government, Policy and Strategy		
Functional Unit	Office of Director of Government, Policy and Strategy		
Nominated Supervisor	Director, Government, Policy and Strategy		
Classification	Senior Management	Campus/Location	Melb, Syd, Canb or Bris
CDF Achievement Level	Management	Work Area Position Code	#HR to assign
Employment Type	Full-time Fixed Term	Date reviewed	3 January 2019

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) is both a Catholic university and a public university within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs.

The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity. The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Health, Education, Theology and Philosophy, the common good and social justice.

ACU has over 2,400 staff supporting more than 35,000 students across campuses in Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and Rome. The structure to support this complex and national University consists of portfolios administered by the Senior Executive Group consisting of:

- Vice-Chancellor & President
- Provost
- Chief Operating Officer & Deputy Vice-Chancellor, Administration
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Education
- Vice-President
- Pro Vice-Chancellor Assisting the Vice-Chancellor

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local campus level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE GOVERNMENT, POLICY AND STRATEGY DIRECTORATE

The Government, Policy and Strategy (GPS) directorate is responsible for managing high level policy issues and government relations on behalf of the Vice-Chancellor and President, Provost and Chief Operating Officer.

The directorate works closely with internal University stakeholders and develops relationships with key external stakeholders – particularly in federal, state and local government – to ensure the University's interests are well-represented in the development and implementation of public policy.

GPS engages both formally and informally with government – including with politicians, officials and advisers – and co-ordinates written public policy submissions on behalf of the University.

The GPS directorate also houses the PM Glynn Institute, ACU's public policy think tank.

POSITION PURPOSE

The Associate Director, Government Relations works closely with the Director of Government, Policy and Strategy to manage high level public policy issues and government relations on behalf of the University.

While reporting to the Director, the Associate Director, Government Relations operates with a high degree of autonomy to achieve the strategic objectives of the University and the directorate. The Associate Director works directly with senior internal stakeholders within the University, including the Office of the Vice-Chancellor and President, and external stakeholders, particularly government.

The Associate Director will proactively monitor and report on relevant developments in state and federal political landscapes, co-ordinate visits by politicians and other key stakeholders, and manage the preparation of formal written policy submissions on behalf of the university.

The Associate Director, Government Relations will deputise for the Director, Government, Policy and Strategy from time to time, including in respect of the oversight of the GPS directorate and internal reporting processes.

DIMENSIONS

Key Dimensions	Number of reports / \$ Value of Operating Budget
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Annual Operating Budget of position:	TBA
Operating Budget of Organisational Unit:	\$3.6 million (including PM Glynn)
Annual Operating Budget of ACU:	n/a

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key Objective Areas	Key Performance Criteria	Relevant Core Competencies (Capability Development Framework)
Government Relations, Strategy and Policy		
Provide advice to the Director and to the Vice-Chancellor and President on political and regulatory matters affecting ACU, with a particular focus on policy and developments in the jurisdictions in which ACU operates.	<ul style="list-style-type: none">• Regular meetings with politicians, officials and staff in relevant portfolio areas at both federal and state levels.• Developed relationships have been effective in supporting ACU and Higher Education Sector interests.• Reports and analysis relevant to government events to assist in ACU decision making.• Maintenance and ongoing success of federal Parliamentary Friendship of ACU group.	<ul style="list-style-type: none">• Apply Commercial Acumen• Collaborate Effectively• Communicate with Impact• Make Informed Decisions
Develop, enhance and maintain strategic government relationships with relevant politicians, political staff, government departments and agencies – including coordinating meetings, events and written briefs.		
Develop and maintain effective relationships and communication with other relevant external stakeholders, including industry bodies and Church stakeholders.		
Prepare strategic intelligence reports and strategy papers on government events, likely changes and analyse the impact on ACU.		
Provide government relations assistance and advice to ACU’s research institutes.		
Strategic Projects		
Manage projects of strategic importance effectively to deliver the agreed project outcomes. This may include: <ul style="list-style-type: none">• Preparing SWOT analyses and other strategic assessments.• Executing projects of significance to the Vice-Chancellor.• Overseeing the preparation of major policy submissions or contributions.• Working with the Director to lead University wide teams on complex and vital, multi-dimensional issues.• Representing the Director on various multi-representative or University-wide projects.	<ul style="list-style-type: none">• Feedback from Director, Government, Policy and Strategy• Feedback from Vice-Chancellor• Completed projects evidenced by direct achievement to ACU strategic plan and goals	<ul style="list-style-type: none">• Collaborate Effectively• Communicate with Impact• Be Responsible and Accountable for Achieving Excellence• Adapt to and Lead Change

Key Objective Areas	Key Performance Criteria	Relevant Core Competencies (Capability Development Framework)
Projects with respect to the University’s operations in NSW, Victoria, Queensland and ACT.		
Develop strong partnerships and collaboration with key internal stakeholders. Provide key stakeholders with strategic support and advice on project matters.	<ul style="list-style-type: none">• Achievement of project objective and timelines• Effective collaboration with internal and external stakeholders via feedback and continued partnerships• Effective facilitation of working parties in achieving expected outcomes	<ul style="list-style-type: none">• Apply Commercial Acumen• Deliver Stakeholder Centric Service• Collaborate Effectively• Communicate with Impact• Make Informed Decisions
Establish and facilitate the activities of working parties (where required) across the University; providing advice, updates and reports on progress.		
Develop and maintain effective relationships and communication with relevant external stakeholders (e.g. Church, government, education and funding body representatives).		
Develop a strategy to effectively work with local governments and agencies with responsibility for planning to achieve positive outcomes for ACU.		
Strategic Advice and Representation		
Provide advice and make recommendations to the Director on matters of strategic importance to the University; particularly with respect to the University’s operations in the jurisdictions in which ACU operates.	<ul style="list-style-type: none">• Feedback from the Vice-Chancellor• Feedback from the Director, Government, Policy and Strategy• Consistency and coherence of relevant University papers	<ul style="list-style-type: none">• Live ACU’s Mission, Vision and Values• Be Responsible and Accountable for Achieving Excellence• Make Informed Decisions
Provide informal strategic advice and support to the Vice-Chancellor and SEG.		
Provide advice to the Vice-Chancellor on the development of appropriate networks and contacts in the jurisdictions that ACU operates.		
Support and advise the Director on government relations and strategy in the jurisdictions in which ACU operates by drawing on expertise across the University and proactively assessing risks and opportunities.		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

The Associate Director, Government Relations will be responsible for:

- Influencing public policy decision makers at all levels in the jurisdictions in which ACU operates, in the absence of formal authority.
- Influencing government representatives on Health, Teacher Education and Higher Education policy development and changes.
- Managing and building positive relationships with a diverse range of internal and external stakeholders.
- Managing projects of high importance and complexity.
- Managing competing project priorities and timelines, often to tight deadlines.
- Keeping abreast of all relevant activities such as working parties and committees occurring across all campuses.
- Coordinating the delivery of outcomes in a consistent manner and in line with the University Mission.
- Maintaining and delivering the high level of services expected from the Office of the Vice-Chancellor.
- Maintaining an understanding of the political and bureaucratic environment, as well as relevant strategy, policies and principles relevant to the role to support the achievement of the University's Strategic Plan and the strategic objectives of the Office of the Director, and the Office of the Vice-Chancellor, taking into account the Identity and Mission of the University.
- Working closely and directly with members of the Senior Executive Group, especially the Vice-Chancellor.

Decision Making / Authority to Act

The Associate Director, Government Relations is the second most senior officer within the Office of the Director, Government, Policy and Strategy. The position will deputise for the Director, Government, Policy and Strategy and act as Director in the absence of the Director, Government, Policy and Strategy.

The Associate Director, Government Relations represents the Director, Government, Policy and Strategy, at internal and external meetings and events as necessary.

The Associate Director, Government Relations operates with a high degree of autonomy and is expected to represent the university to important external stakeholders, including senior government ministers.

In addition to dealing directly with senior politicians and bureaucrats, the Associate Director, Government Relations often deals directly with the University's Vice-Chancellor and President.

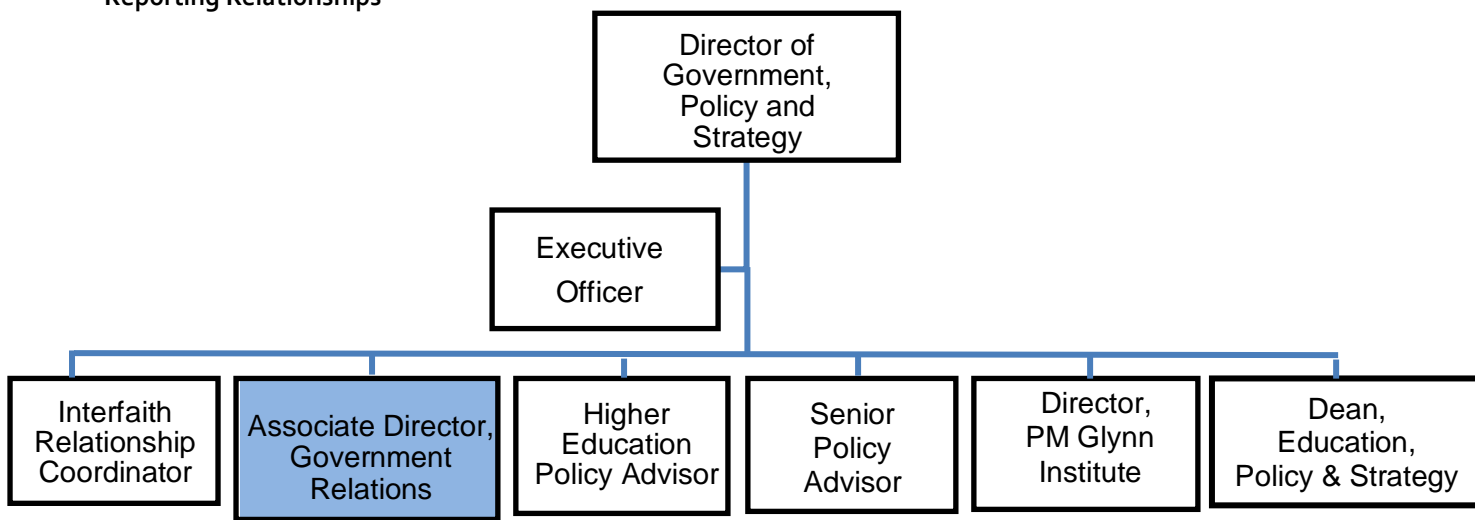
Decisions Expected	Decisions Recommended
<ul style="list-style-type: none">• Actions to facilitate implementation of projects within agreed Project Scope and Plan	<ul style="list-style-type: none">• Projects detail actions recommended to enable delivery of expected outcomes• Provide the Director, Government, Policy and Strategy and Vice-Chancellor with Strategic assessment and recommendations across a broad range of areas• Recommended actions to enable delivery of policy proposals and initiatives• Advice on appropriate external stakeholders and strategies for relationship management• Alignment of working party activities across the University

Communication / Working Relationships

The Associate Director, Government Relations will liaise in a professional manner with a number of internal and external stakeholders as relevant to the role, including:

- Senior government representatives (including politicians their advisors and bureaucrats).
- University stakeholders (both external and internal) including senior management and Church leaders.
- Staff across the University to communicate relevant work and seek input where necessary.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In recruiting and selecting a candidate for the position, a subset of the qualifications and capability will form the Selection Criteria, to a maximum of 10.

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	<i>Postgraduate qualifications and extensive relevant experience, or equivalent level of knowledge gained through education training and/or experience</i>	Yes
2.	<i>Familiarity with the structures and decision-making processes of government, including sophisticated understanding of the political, regulatory and bureaucratic context</i>	Yes
3.	<i>Demonstrated understanding of the Australian higher education policy landscape and/or capacity to interact with complex public policy debates</i>	Yes
4.	<i>Highly developed written and verbal communication skills, particularly the capacity to communicate effectively and succinctly in written submissions and briefs.</i>	Yes
Core Competencies (as per the Capability Development Framework)		
5.	<i>Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</i>	Yes
6.	<i>Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability.</i>	Yes
7.	<i>Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU's interests, strategic goals and Mission at the heart of all outcomes.</i>	No
8.	<i>Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Principles.</i>	No
9.	<i>Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</i>	No
10.	<i>Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</i>	Yes
11.	<i>Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</i>	No
12.	<i>Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self- reflection, and aspiring to and striving for excellence.</i>	No

Qualifications and Capability		Selection Criteria?
13.	Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.	No
14.	<i>Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.</i>	Yes
Other attributes		
14.	<i>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</i>	Yes