



Position Description

Policy Developer

Policy and Records

Office of Governance and Corporate Affairs

Classification	Level 7
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Delegation band	Delegations and Authorisations Policy (see Section 3)
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Special conditions	Nil
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Workplace agreement	Charles Sturt University Enterprise Agreement
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Date last reviewed	June 2022
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About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• All injury frequency rate• Engagement
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment



Office of Governance and Corporate Affairs

The Office of Governance and Corporate Affairs (OGCA) leads the coordination and management of the governance of the university and provides executive support to senior committees of the university, including University Council (and its committees), Academic Senate (and its committees), faculty boards, and expert compliance committees that the University is required to convene in accordance with national guidelines and legislation.

The Office of Governance and Corporate Affairs is also responsible for providing strategic and operational advice to the Vice-Chancellor, senior executives and staff of the university in relation to university and academic governance, audit and risk management, investigations, appeals and complaints processes, legislative compliance, legal requirements, and policy and records management. OGCA supports the university in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it supports.

Administrative support, governance and related advisory services relating to the corporate organisation of the University, such as graduations, elections, university rules and delegations are also provided by OGCA.

The Office of Governance and Corporate Affairs has strategic oversight and/or management of the following functions:

- Governance (corporate, academic and information)
- Audit and risk management
- Complaints
- Legislative compliance
- Legal services
- Policy management
- Records and information management.

There are six complementary functions:

- Risk and compliance
- Policy, information and records management
- Complaints management
- Internal audit
- Governance services
- Legal services.

Organisational chart





Reporting relationship

This position reports to: Manager, Policy and Records

This position supervises: NA

Key working relationships

- Office of Governance and Corporate Affairs
- Policy owners and developers in other organisational units

Position overview

The Policy Developer contributes to the development, implementation and maintenance of Charles Sturt's policy framework and manages policy projects across the University as required. The position drafts and prepares policies and reports, conducts policy related benchmarking and research activities, prepares and facilitates workshops, and consults and collaborates with staff across the University.

Principal responsibilities

1. Initiate and manage policy development, review and approval in consultation with key stakeholders.
2. Coordinate consultation processes and liaise and negotiate with a wide range of staff and students.
3. Collaborate with process owners to map, analyse and problem solve processes to facilitate the development of policy, procedures and guidelines.
4. Undertake research to identify and benchmark standards across the sector.
5. Understand and interpret compliance requirements.
6. Under general direction, draft and prepare submissions, policy documents and reports.
7. Provide support and advice to university staff and stakeholders about policy matters, utilising and integrating a high degree of knowledge across the range of university policies, delegations and external requirements
8. Remain up to date with key changes to the higher education (market and regulatory) landscape and understand the impacts on the University's operations, staff and students.
9. Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Analyse	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
Learn and research	Learn rapidly, gather information, understand rapidly, manage knowledge, foster organisational learning
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Qualifications in a relevant discipline with at least 4 years' subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Excellent writing skills and substantial experience in drafting clear and concise documentation such as policy, procedures, briefs, committee submissions, or reports.
- C. Effective interpersonal skills and demonstrated ability to interact and negotiate constructively and collaboratively with a broad range of stakeholders.
- D. Strong analytical and problem solving skills including demonstrated ability to quickly assimilate new concepts and information and recommend solutions.
- E. Demonstrated ability to undertake research and benchmark standards and compliance obligations.

Desirable

- F. Experience in the Australian higher education sector or public sector.

