

Position Description



Position title:	Policy Advisor
School/Directorate/VCO:	Centre for Academic Development
Campus:	Mt Helen Campus. Travel between campuses and to other locations will be required.
Classification:	HEW Level 6
Time fraction:	Full-time
Employment mode:	Fixed-term
Further information from:	Ms Rebecca Johnson Telephone: +61353278259 Email: r.johnson@federation.edu.au
Recruitment number:	851645

Position summary

The Policy Advisor will be required to assist in the ongoing implementation the University Policy Governance Framework and Policy Management system to ensure currency, availability, fit for purpose and compliance of University Policy and Procedure. This will include but is not limited to the following, facilitating the analysis, development, review and implementation of University policies and procedures.

The Policy Advisor will be required to work closely with University subject matter experts and other stakeholders in order to facilitate the review, drafting, approval and implementation of policies.

The Policy Advisor will work closely with the Manager, Policy and Quality Services, providing regular reports to senior management on the progress of policies under review and establish and maintain collaborative working relationships with various stakeholders.

Portfolio

The Centre for Academic Development (CAD) works collaboratively across the university to support, enhance and advance learning and teaching practices.

As a Centre, we support quality teaching practices, support quality learning through embedding student academic support, enhance learning and teaching practices through professional development as well as enhancing learning and teaching through quality course and curriculum design. We also support quality, sustainable digital resources and recognise teaching excellence. Furthermore, we advance learning and teaching through scholarship and research and advance learning and teaching through academic projects and partnerships.

In addition, Policy and Quality Assurance Services support and maintain the University's dual sector compliance with regulatory and legislative requirements for VET, Higher Education, International and Partner Providers. This is achieved through ongoing internal regulatory audits, stakeholder training, development of supporting documentation and implementation of the University systems and processes. Through active oversight and advice to University Management we assist in the maintenance of ongoing registration with TEQSA, ASQA, VRQA and ESOS / CRICOS.

Policy Services manage the University Policy Governance Framework and Policy Management system to ensure currency, availability, fit for purpose and compliance of University Policy and Procedure.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Assist the Policy Systems Administrator with the maintenance of a policy review schedule to ensure policies and procedures are reviewed regularly to comply with the legislative and regulatory compliance requirements relevant to the University.
2. Provide accurate policy advice to stakeholders through a detailed knowledge and understanding of relevant external standards including TEQSA, ASQA, CRICOS/ ESOS and VRQA and the interrelationships between the University's various policies, procedures and supporting documentation.
3. Analyse, research and assist Policy Sponsors with the development of University policies and procedures that comply with the University's Policy Framework and relevant external standards.
4. Liaise with University content matter experts, to facilitate the review, including drafting, approval and implementation of policies in consultation with relevant stakeholders, ensuring a consistent and high quality approach to policy development across the University.
5. Facilitate the policy consultation process, ensuring feedback is recorded and documented, and where relevant, incorporated into the policies and procedures prior to submission of final drafts for approval.
6. Conduct quality assurance checks of final drafts prior to submission for approval to ensure spelling, grammatical and formatting of documents is in accordance with template documents.
7. Facilitate the approval process of policies and procedures in consultation with relevant stakeholders, ensuring policies and procedures are approved in a timely manner.

8. Develop and maintain relationships with key stakeholders, to ensure stakeholder contribution and engagement in the development of University policy.
9. Provide regular reports to Senior Management, working groups and / or key stakeholders on the progress of policies under review.
10. Other duties as required to support the activities of the Policy and Quality Services team.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - The requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of responsibility

The Policy Advisor will work under the broad supervision of the Manager, Policy and Quality Services.

The Policy Advisor will be required to work independently, as well as consult with a wide-range of stakeholders to coordinate, analyse, develop, review and implement University policies, ensuring compliance with legislative and regulatory requirements.

The Policy Advisor will exercise independence and high level problem solving skills as well as have the ability to exercise professional judgment. The position will provide specialist advice to staff relating to the development of Policies and Procedures to ensure consistency across the University.

The Policy Advisor must have a working knowledge and understanding of TESQA, ASQA, CRICOS / ESOS and VRQA requirements and its context within the University and have knowledge of the University Committee process, as well as liaise closely with the Policy Systems Administrator, to ensure documents comply with the Policy Framework

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Position and Organisational relationships

The Policy Advisor operates under the broad direction of the Manager, Policy and Quality Services and will liaise with a broad range of stakeholders across the University to review and develop University Policies ensuring compliance with the University's Policy Framework.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

1. Demonstrated experience in analysing, developing, and implementing policy documents within a tertiary environment.
2. Demonstrated understanding and application of Policy Management within a tertiary education environment.

3. Demonstrated knowledge and understanding of regulatory and legislative requirements, such as, TESQA, ASQA, CRICOS / ESOS and VRQA requirements and the context within the University
4. Demonstrated ability to identify and analyse problems, develop innovative solutions and provide appropriate advice and recommendations to resolve problems.
5. Excellent interpersonal, written and verbal communication and negotiation skills, with the ability to communicate, influence and negotiate with various stakeholders.
6. Proven ability to establish collaborative working relationships with a wide-range of stakeholders.
7. High level of organisational skills including the ability to manage multiple tasks, to prioritise and to meet timelines in a constantly changing environment.
8. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.