

## Public Policy Specialist

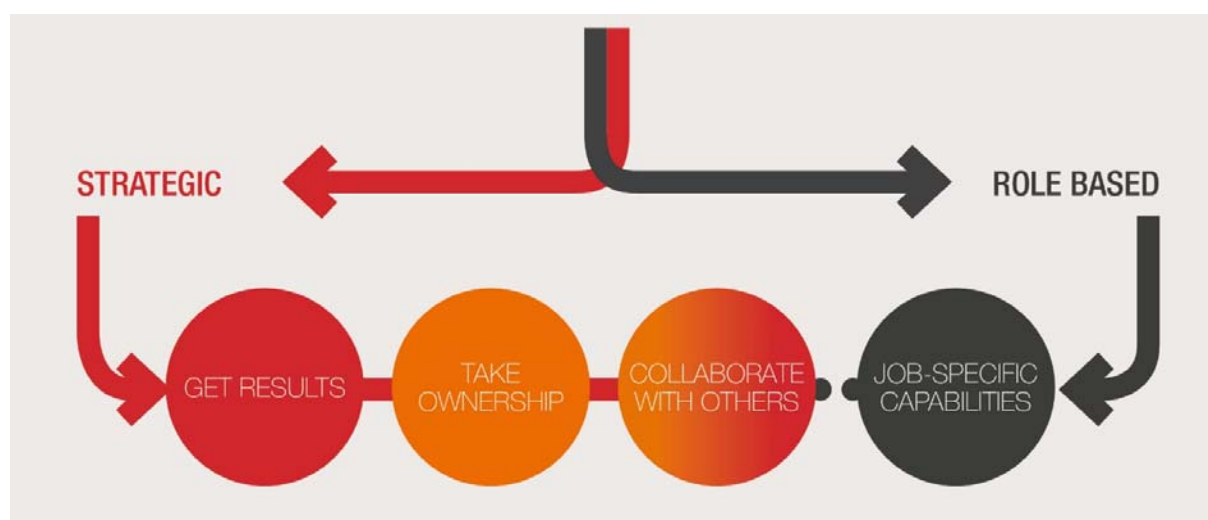
Office of Regional Engagement and Government Relations

Classification	Level 9
Delegation	This position has delegated authority to Band 4
Special Conditions	This position involves periods of work outside traditional working hours. The occupant must be prepared to be flexible in working outside of those traditional hours as required, and to work extended hours as required to meet deadlines.
Nature of Employment	Continuing
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement 2018-2021</a>
Date Last Reviewed	26 June 2019

### Our Values



### Our Capability Framework



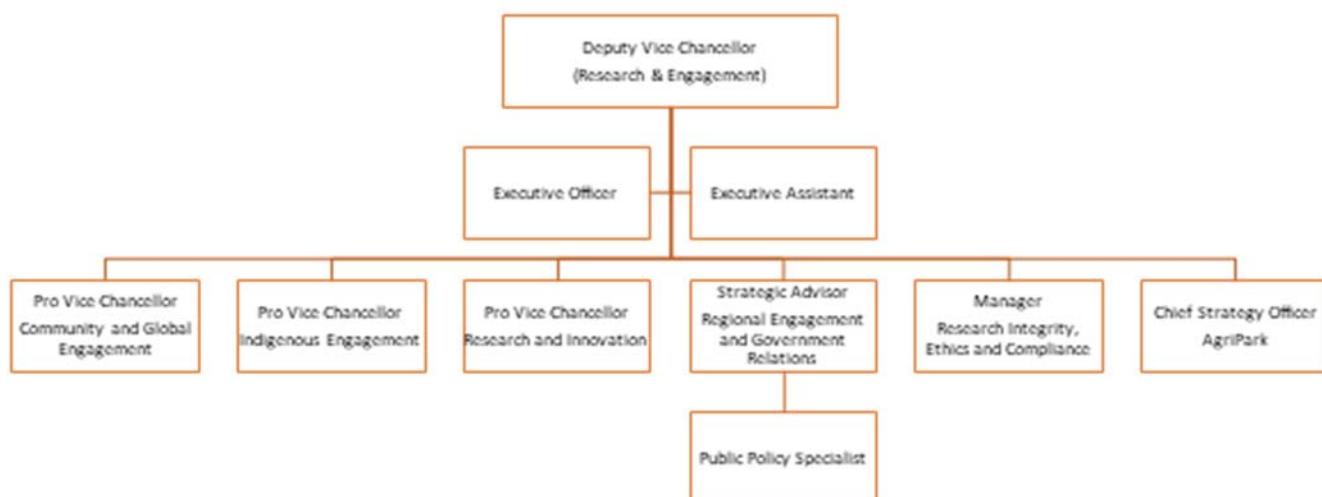
## Office of Regional Engagement and Government Relations

The Office of Regional Engagement and Government Relations is established under the Office of the Deputy Vice-Chancellor, Research and Engagement and is responsible for leading the University's program to promote effective engagement with regional communities and government.

The Office has two key portfolios including:

1. Regional Engagement which cultivates strong, relevant and collaborative partnerships throughout regional communities, and fosters engagement with regional communities, in particular communities within the University's footprint;
2. Government Relations which provides strategic advice to the Vice-Chancellor, senior-executive and the wider Charles Sturt University community on matters relating to the University's engagement and strategic positioning with government as well as influencing public policy.

## Organisational Chart



## Reporting Relationships

This position reports to: Strategic Adviser – Regional Engagement and Government Relations

This position supervises: Nil

## **Position Overview**

The Public Policy Specialist will provide advice and support to the Strategic Adviser through three main components:

- i) Writing detailed submissions as required, including but not limited to inquiries, government submissions and government grant applications;
- ii) Provision of detailed and technical research; and
- iii) Provision of advice on higher education policy detail and matters of strategic importance.

## **Principal Responsibilities**

- Undertake high level analysis of inquiries and policies and provide high level judgement regarding alignment to Charles Sturt University organisational strategy.
- Provide highly technical and specialised education, training, research, innovation and regional development sector research.
- Keep abreast of all current trends and developments and scan for issues, including parliamentary, government and industry inquiries and policies.
- Consult extensively on issues including internal to Charles Sturt University and external to the organisation.
- Prepare and develop options papers for consideration by the Strategic Adviser – Regional Engagement and Government Relations for Vice-Chancellor, senior executive and others as required.
- Prepare and develop University submissions in response to parliamentary, government and industry inquiries.
- Provide strategic and timely advice and counsel on matters of strategic importance to the Strategic Adviser – Regional Engagement and Government Relations.
- Provide strategic and timely advice and feedback to the Strategic Adviser –Regional Engagement and Government Relations relating to detailed content of higher education policy.
- Identify and escalate issues of unusual complexity or sensitivity to the Strategic Adviser – Regional Engagement and Government Relations.
- Other duties appropriate to the classification as required.

## Strategic Capabilities

<b>Business Savvy:</b> <i>Continually look to add commercial value in our roles, processes and ways of working</i>
<b>Take Action:</b> <i>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)</i>
<b>Network:</b> <i>Bring people together and build relationships that deliver desired benefits and outcomes</i>
<b>Influence:</b> <i>Create compelling arguments to persuade others and promote ideas that add strategic value</i>

## Job Specific Capabilities

<b>Presenting and Communicating Information:</b> <i>Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility</i>
<b>Writing and Reporting:</b> <i>Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information</i>
<b>Analysing:</b> <i>Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically</i>
<b>Learning and Researching:</b> <i>Learning rapidly, gathering information, understanding rapidly, managing knowledge, ensuring organisational learning approach</i>

## **Selection Criteria**

Applicants are expected to address the selection criteria to be considered for this position:

### **Essential**

1. Appropriate qualifications in a relevant field, and an excellent knowledge and understanding of parliamentary and cabinet policy and processes; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
2. Extensive experience in education policy (higher education, and vocational education and training) including position development and stakeholder consultation.
3. Comprehensive understanding of Commonwealth-State relations, including COAG processes in education and training with the capability to monitor, report, identify and effectively manage emerging issues.
4. Demonstrated experience in research, policy analysis and policy development coupled with excellent writing and problem solving skills including the ability to gather and analyse complex information, contribute to policy development, analysis and review, and integrate material from various sources into a consistent document.
5. Demonstrated experience in the provision of effective support at the senior management level, managing all matters with confidentiality, sensitivity and discretion, as well as demonstrated negotiation and relationship management skills for regularly consulting with a diverse range of stakeholders.

## **Attachment (i)**

### **Information for Prospective Staff**

#### **Your Application**

E-recruitment is the method by which Charles Sturt University manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

#### **Staff Benefits**

Charles Sturt University is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

#### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the Charles Sturt University website:

<http://www.csu.edu.au/division/hr/>

Further information regarding the policies and procedures of Charles Sturt can be found in the Policy Library at:

<https://www.csu.edu.au/about/policy>

The following links are listed from [Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)