



POSITION DESCRIPTION

Energetic Assistant Director/Senior Policy Adviser

The Group of Eight Limited (Go8) comprises Australia's leading research-intensive universities with seven of its members ranked in the world's top 100 universities. It has strong and active allegiances with equally prestigious university groups around the world and in Australia undertakes 70 per cent of university research (all of which is rated world class or above).

Its members are recognised globally for this work, and also the high quality of the graduates they provide as the next generation of distinguished young professionals in Australia and overseas.

The research-intensive education within the Go8 is highly valued by Governments, the business community and industry, as is the proactive leadership the Go8 brings to public policy on matters pertaining to both the higher education sector and broader public policy including medicine, biotechnology, defence, national security, space, agtech, and advanced manufacturing.

The Role(s)

The Assistant Director/Senior Policy Advisers play an integral part within an existing Go8 team. The work environment of the Go8 Directorate is fast paced, proactive, collaborative and supportive. The incumbent will provide timely analysis, research and advice on emerging higher education sector issues and government policy initiatives and will contribute to the effective and efficient operations of the Go8 Directorate.

Reporting relationships

The positions will report to the Chief Executive.

Core responsibilities

Develop detailed briefing papers at the request of the CE that position the Go8 Chair and/or the CE to speak in a politically timely manner with authority on key topics, so that they are expertly equipped to contribute to the public debate and influence higher education policy or the more general matters that align with the work of the Go8.

- Review and analyse legislation, its ramifications and/or unintended consequences.
- Undertake research by gathering information, reviewing documentation and analysing data to assist in the preparation of written material including reports, submissions, internal policy briefing papers, discussion papers, presentations and correspondence. **Much of this work can have a short lead time.**
- Have the capability and experience to provide timely and accurate high-level strategic analysis to the CE regarding emerging higher education issues and opportunities.
- Anticipate and assess the impact of changes in Government policy on the Go8 membership and initiate and contribute to appropriate responses.
- Pro-actively monitor all key policy initiatives that are likely to impact on the Go8 and its members and contribute to creating strategic opportunities that advance the Go8 nationally and internationally.

- Prepare, review and advise on policy reports, briefing papers, speeches, government submissions and discussion papers on current and emerging issues in higher education with a view to facilitating evidence-based advocacy by the Go8.
- Perform other tasks and duties as required by the Chief Executive.

Position requirements

- Strong policy analysis skills and ability to apply a political overlay to that analysis.
- Significant experience in providing strategic advice on policy issues
- Strong analytical and critical thinking skills to explore and develop options, including both legislative and policy frameworks.
- Strong communication skills, including experience in drafting documents, position papers, reports, briefings and correspondence
- Strong oral communication skills, including the ability to negotiate and liaise with a wide range of stakeholders
- Demonstrated ability to work effectively both independently as well as cooperatively as part of a team
- Understand the variability of the speed at which work is required given the need for the Go8 to match the speed of policy changes and issues here and overseas.

Job Complexity, Skills, Knowledge

Level of supervision/independence

The roles report to the Chief Executive, who will provide direction on tasks. Successful candidates will work closely with various members of the Directorate and they will also be expected to work independently as well as part of the team.

Problem solving and judgement

This position requires initiative. You will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently.

Resource Management

This position is responsible for efficient time management and effective use of work resources without compromising on quality.

Other conditions:

- Interstate travel may be required
- Out of hours work may be required to meet deadlines and to respond to urgent external issues



Ready to apply?

Email your cover letter and current resume **by Monday 11 April, 2022** to COO@go8.edu.au

Your cover letter should answer the following questions:

1. Why do you want to join the Group of Eight?
2. Why do you see yourself in this role?
3. How do your skills and experience match what we're looking for?