

## POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Policy Analyst Level: 6/7  
Faculty/Division: Government Relations Department/Location:

### Primary purpose of the position:

The position of Policy Analyst is responsible for the analysis and development of policies relating to Government and public policy across key portfolios, in addition to providing strategic advice and support to the Vice Chancellor and Director, Government Relations.

### Position Environment:

Describe the objectives of the Unit within the context of the University. Outline the contribution of this position to the Unit.

The Government Relations Unit reports directly to the Vice-Chancellor and co-ordinates the University's overall engagement and advocacy activities with Government particularly at Federal and State level. This position will provide effective and pro-active support to these activities.

### Major Accountabilities/Responsibilities:

State in order of importance at least 6 major accountabilities of the position. These should be in the major areas of the work performed. For each accountability indicate what is achieved and why and the approximate percentage of time involved. Remember to include any important activities that may only be done at certain times of the year.

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Policy Development <ul style="list-style-type: none"> <li>Research and evaluate public policy issues and reports which may impact upon UOW</li> <li>Undertake appropriate consultation with executive, other staff and students.</li> <li>Provide policy consultation services for key UOW policy.</li> </ul>	Development, review and maintenance of key policy within the Government Relations portfolio.	40%	
2.	Preparation of key discussion papers, policy documents and submissions as directed by the Director, Government Relations.	Documentation produced is of a high standard	30%	
2.	Provision of timely, accurate and effective strategic support to the Vice Chancellor and Director, Government Relations.	The Executive and Director satisfied with advice.	15%	
4.	Identify, collect and disseminate literature and key knowledge bases relevant to the Government Relations portfolio.	The Executive and Director kept informed with current information.	10%	
6.	Contribute to major Government Relations projects.	Key projects achieved as outlined in Unit's business plan.	5%	
8	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	

9..	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.	Ongoing	
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### Reporting Relationships:

Position Reports to:	Director, Government Relations
The position supervises the following positions:	Nil
Other Key Contacts:	Vice Chancellor UOW Senior Management

### Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

Contact/Organisation:

Purpose & Frequency of contact

### Key Challenges:

Describe the most challenging aspects of the role (up to 4).

1. Given the broad range of the portfolio ensuring activities are progressing in all areas of responsibility according to schedule, often whilst working with high volumes of work.
2. Ensuring that professional knowledge is up to date and within current best practice.
3. Providing high level consultation that it is timely and aids in effective decision making.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated understanding of project management principals.
- Demonstrated understanding of customer service principals.
- Demonstrated excellent written, verbal and interpersonal communication skills.
- Demonstrated analytical and problem-solving skills.
- Excellent team working skills to work cooperatively and effective in a team environment.
- Proficiency with MS Office suite, plus database management and web design concepts.

Desirable:

- Understanding of the Higher Education environment

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Degree in an appropriate discipline and/or a combination of experience and education/training deemed to be equivalent.
- Substantial experience in the analysis, development and preparation of policy advice in public policy environment.
- Proven experience researching and analysing issues, writing discussion papers and/or drafting policy documents.
- Proven experience in the presentation of information to a diverse range of stakeholders.

## Personal Attributes:

- Ability to balance multiple priorities and to work to deadlines.
- Ability to liaise with colleagues at all levels in the organisation.

## Special Job Requirements:

- Flexibility to work extended hours at peak times.

## Organisational Chart:

Please attach an up to date organisational chart to this position description.

## Approval:

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_