



## Position Description

<b>College/Division:</b>	ANU College of Law, Governance and Policy
<b>Faculty/School/Centre:</b>	CIET – Policy and Partnerships
<b>Department/Unit:</b>	
<b>Position Title:</b>	Senior Policy Advisor
<b>Classification:</b>	ANU Officer 8 (Administration)
<b>Position No:</b>	43026
<b>Responsible to:</b>	Assoc. Director Policy and Partnership
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

The ANU College of Law, Governance and Public Policy (CLGP) is a progressive and newly established College that brings together four world-leading academic schools dedicated to shaping the future of law, governance, regulation, policy, and population health. As part of Australia's leading university, the College fosters excellence in research, teaching, and engagement, driving impactful contributions to national and global challenges. The College provides an intellectually rich community, committed to providing a collaborative and supportive environment for academics, students, and professionals to thrive.

The Centre for Indigenous Economic Transformation is a nationally significant initiative, housed within the College of Law, Governance and Public Policy, that advances First Nations economic empowerment and self-determination. The Centre brings together research, education, policy, and partnerships to enable practical, systems-level change – working with First Nations organisations, governments, industry and philanthropy to shape capital access, trade and investment, clean-energy transition opportunities, and Indigenous-led governance and capability. CIET is a high-profile convener that translates evidence into action and builds capability across communities and institutions. CIET is a high-profile convener that translates evidence into action and builds capability across communities and institutions.

The Senior Policy Advisor supports the Associate Director, Policy & Partnerships to deliver CIET's policy and partnerships portfolio. Translate CIET research into actionable options for institutional reform, legislation and investment; manage discrete policy workstreams; and steward trusted relationships with First Nations leaders and organisations, Commonwealth/State agencies, industry and philanthropy – ensuring culturally secure practice and measurable impact.

### KEY ACCOUNTABILITY AREAS:

Reports to the Associate Director, Policy & Partnerships and collaborates closely with the Associate Director, Research & Engagement and Senior Research Advisor to ensure strong policy–research translation. Works with the Indigenous-majority Advisory Board and the First Nations Economic Empowerment Alliance (the Alliance). Partners with Commonwealth central agencies (e.g., Treasury, Finance, PM&C, Industry), State/Territory counterparts, the Coalition of Peaks, First Nations organisations (PBCs, Land Councils, ACCOs), international First Nations partners, and investors/philanthropy.

### Position Dimension & Relationships:

#### Role Statement:

Under the broad direction of the Associate Director, Policy & Partnerships, the Senior Policy Advisor will:

- Develop and maintain processes to anticipate, analyse and respond to changes and trends in the political, economic, social or legal landscapes relevant to the Portfolio's strategic interests.
- Develop and maintain processes to identify, analyse and review the strategic policy interests and objectives of the Centre, drafting timely policy positions in consultation with relevant stakeholders and subject matter experts, particularly in regard to First Nations democratic participation, socio-economic equity and economic development.
- Identify, manage and coordinate high-level First Nations policy development, implementation, and review activities, and drive initiatives to contribute to improved policy directions and outcomes for First Nations Australians.
- In conjunction with stakeholders, conduct research and policy engagement, including the management of events such as roundtables, and workshops.
- Provide timely, expert and accurate advice to enhance informed decision making across the Centre about policy issues and initiatives.
- Ensure appropriate project governance arrangements are established, maintained and supported, and monitor project progress to ensure milestones and performance indicators are met. Accurately update and maintain project artefacts for monitoring, reporting and communicating, including the delivery of project status reports
- Provide mentoring and effective supervision to other staff to provide efficient and timely support for delivering projects ensuring that workloads are managed, and all objectives and deadlines are met.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

#### **SELECTION CRITERIA:**

1. Postgraduate qualifications in a relevant discipline (i.e. public policy, project management, political science, legal studies or progress towards such qualifications) OR an equivalent combination of relevant experience (including in project management) and education/training.
2. Demonstrated knowledge of and capacity to engage with First Nations communities and their organisations including forming partnerships on ANU services such as research, particularly as they relate to ongoing national policy challenges.
3. Demonstrated knowledge of key policy topics of interest to Aboriginal and Torres Strait Islander peoples.
4. Proven experience producing policy reports, briefings and documentation to a high standard that include rigorous analysis of options for internal and external audiences AND/OR demonstrated experience preparing high quality professional business case submissions and project management artefacts in accordance with best practice project management principles.
5. Demonstrated high level interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders (particularly in an Indigenous context).
6. Highly developed analytical, problem solving and organisational skills with an ability to analyse policy, design alternative solutions and make recommendations to senior management or complete multiple projects on time, within budget and delivering high quality outcomes.
7. Demonstrated ability to work as part of a team, to provide consistent, responsive and high-quality strategic advice including on planning processes and/or project management.
8. Demonstrated ability to manage and support staff in a team context in accordance with ANU policies.
9. Demonstrated proficiency in the Microsoft Office suite of programs.
10. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

**Desirable**

Familiarity with international Indigenous institutions and economic empowerment organisations.

**WORK ENVIRONMENT & WHS (Pre-Employment Information)**

1. Primarily office-based with regular keyboarding; national travel and occasional after-hours events/fieldwork; low-risk environment compliant with ANU WHS systems. Reasonable adjustments available.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking](#) Procedure which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	
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**References:**

[Professional Staff Classification Descriptors](#)

[Minimum Standards for Academic Levels \(MSAL\)](#)



## Position Details

College/Div/Centre	COLGP	Dept/School/Section	CIET
Position Title	Senior Policy Advisor	Classification	ANUO8 (ADM)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [WHS Management System Handbook](#).
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024\\_ANU Inherent Requirements Reference Table.pdf](#)

## Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.					
TASK	regular	occasional			
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>			
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>			
organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION					
solar	<input type="checkbox"/>	<input type="checkbox"/>			
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>			
infra red	<input type="checkbox"/>	<input type="checkbox"/>			
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS					
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>			
allergens	<input type="checkbox"/>	<input type="checkbox"/>			
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>			
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>			
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>			
			TASK		
			regular		
			occasional		
			laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
			work at heights	<input type="checkbox"/>	<input type="checkbox"/>
			work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
			noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
			electricity	<input type="checkbox"/>	<input type="checkbox"/>
			IONIZING RADIATION		
			gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
			beta particles	<input type="checkbox"/>	<input type="checkbox"/>
			nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
			BIOLOGICAL MATERIALS		
			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
			potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
			laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
			clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>PSYCHOSOCIAL HAZARDS (please specify):</b>					
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					