

UTS Position Description

UTS:People Unit

Position Title	Specialist (Responsible Technology Policy)
Unit/Division or Faculty	DVCES SJI.Human Technology Institute
Position Number (if known)	
Job Family	
ANZSCO Code (HR Use Only)	3999

POSITION PURPOSE

The Specialist (Responsible Technology Policy) at the Human Technology Institute (HTI) will occupy a key role in HTI's program of work on responsible technology policy.

The position will take a key role in contributing to public policy outcomes in the area of AI and technology. The position will actively liaise with government, civil society and industry to promote HTI's work in developing AI and technology regulatory reform, and in uplifting the technical and strategic capability of Australian policy makers and regulators to respond to the rise of AI and other digital technologies.

The role will undertake quantitative and qualitative research and analysis, and participate in HTI's engagement with policy makers and regulators, as well as with experts and representatives from industry and civil society.

The emphasis in this position is on applied research and analysis, will involve internal and external consultation, and will contribute to monitoring and evaluation of the relevant programs of work as needed.

The position may supervise more junior staff and research assistants, as well as consultants.

ENVIRONMENT AND DIMENSIONS

HTI is at the forefront of driving the regulatory, governance and technical change needed to enable a future where the benefits of digital technologies are not just delivered across Australia, but also delivered in a way that uplifts our communities and upholds human rights. We measure our success by directly influencing policy, by helping Australian business responsibly adopt digital technologies, and by building new data-driven systems that unlock value for underserved, minority, marginalised and vulnerable communities.

We bring together a team of experts with deep experience in law, policy, procurement, governance, statistics, software engineering, and artificial intelligence. Our cross-disciplinarity and deep connection into the full digital technology design, development, evaluation, and deployment lifecycle enables us to deliver solutions for government and business that are not wedded to any one silo or perspective.

RELATIONSHIPS

Supervision

The position reports to the Head of Policy.

The position will engage directly with the Head of Responsible Technology Program and Co-Directors, especially the Industry Professor and Director, Policy & Governance.

The position may supervise more junior staff, research assistants, and consultants.

Collaboration and communication

Internal

- HTI and staff
- Faculties & Schools, including academics & administrators
- UTS Research Centres and Institutes
- the UTS Faculty of Law and other relevant faculties as required

External

- Government policy makers and their staff
- Regulator staff
- Civil society and community (not-for-profit) organisations
- Industry bodies and professional associations in Australia and abroad
- Staff (at all levels) from HTI's partner organisations
- Corporate sector
- Funding and donor bodies
- Representatives from state, territory and federal government departments and agencies
- Consultants.

MAJOR RESPONSIBILITIES

MAJOR FUNCTIONS	OUTCOME
Program development, research and analysis • A strong focus on undertaking high-quality research and analysis, achieving practical outcomes, and deploying creativity, a deep awareness of the Australian regulatory and policy space, and an ability to deliver with high degrees of autonomy • Contribute to HTI culture, with a view to fostering collaboration and innovation • Contribute to practical outcomes through the team's influential work in the AI and digital technology policy space • Contribute to strong HTI engagement with external parties (industry, government, including policy makers and regulators, and civil society) in the area of policy development • Work with senior HTI staff to achieve a positive work culture and a reputation for excellence • Under the broad direction of senior HTI staff, work with your colleagues to draft reports and publications to a high standard for to internal and external stakeholders • Advise the senior leadership of our work with government and regulators • Manage resources and relationships for HTI's policy and regulatory work, in consultation with, and under the direction of, senior HTI leaders.	Major contribution to the development and implementation of HTI policy and regulatory projects, contributing to overall performance and delivery.
Contribution to maintain relationships with stakeholders • Support the management of high-quality, collaborative and strategic partnerships with partner organisations and other key stakeholders • Contribute positively to strategic communications between HTI's policy team, partner organisations and other key stakeholders • Contribute, as appropriate, to a culture of efficient, industry best practice and professional project management	Influence the quality and coherence of the outputs of the team, ensuring HTI is recognised nationally and internationally.
Contribution to strategic engagement and consultation • Advise senior leadership team on work in the policy and regulatory space • Under the direction of more senior staff, design and lead key elements of externally-facing and public reports.	Positive contribution to collaboration work.

POSITION CHALLENGES

In an environment of rapid growth and expansion where expectations are high:

- To achieve outcomes through influence in circumstances where ultimate authority is held elsewhere
- To prioritise and balance the tensions between addressing HTI's respective priorities and the need to be creative and innovative in the role
- To lead an ambitious agenda with influential stakeholders

- To lead a team to develop innovative policy and other interventions
- To lead a team to meet competing deadlines and to prioritise work with limited resources, working with colleagues who may also be under considerable time pressure.

AUTHORITY

This position will have a relatively high level of autonomy in the management and direction of their own work, within the strategic objectives and overall priorities of HTI. The position will have opportunities for self-direction and collaboration in setting research analysis priorities related to digital technology policy and regulation.

The position contributes to the direction, culture and sustainability of HTI to support the delivery of the Institute's vision and strategic priorities, consistent with UTS 2027 and other relevant UTS directions and initiatives.

UTS Capabilities for the Role

Pipeline					
Category	Leading Strategically	Collaborating and Engaging	Leading Teams	Presence and Awareness	Leading Performance
Capabilities	Thinks Strategically	Encourages Collaboration	Manages Vision and Purpose	Leads with Perception and Composure	Focuses on Client
	Maintains Perspective	Deals with Ambiguity	Manages Diversity	Demonstrates Resilience	Demonstrates Technical Expertise

HEALTH AND SAFETY

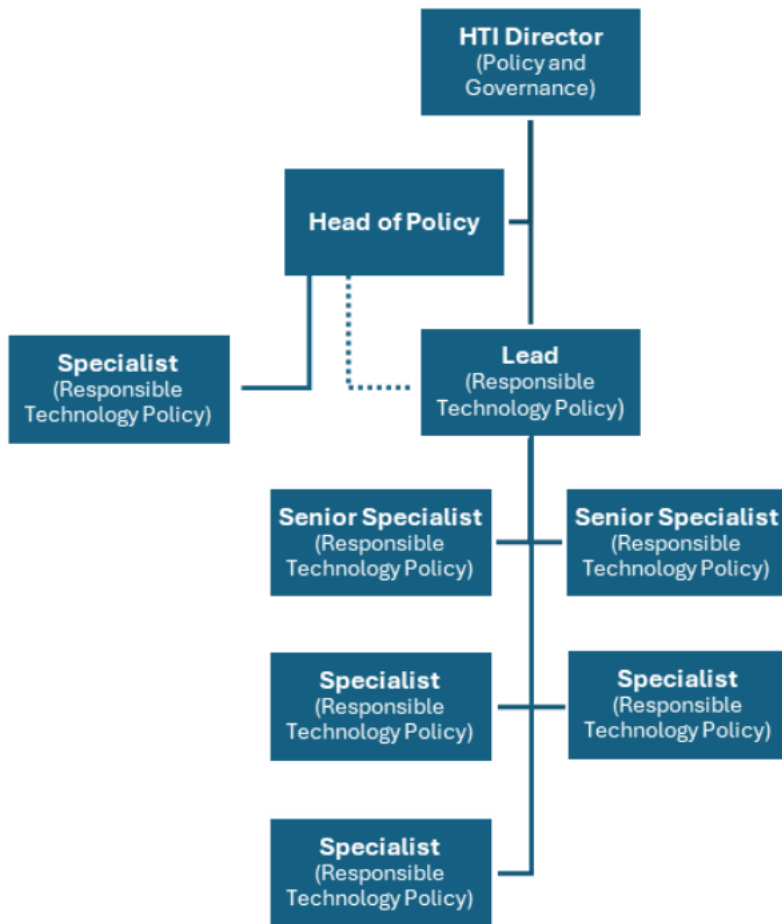
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others and
- Follow specific health and safety procedures as directed
- Thoroughly understand the UTS Health & Safety Management System, and how to implement the UTS Health and Safety Policy and related risk management programs that apply to the area of responsibility
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents
- Ensure that staff receive the necessary induction, training and instruction about work health and safety
- Fulfil any assigned responsibilities under the UTS and local area Health and Safety Plan, including communication and consultation with stakeholders regarding work health and safety risks in their area of responsibility
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

RECORDS MANAGEMENT

Staff members at a management level are responsible for overseeing the Records Management Program for their faculty or area.

- Ensure staff are aware of the Records Management system and are adequately trained.
- Encourage good record keeping practices as a routine part of the way the area operates.
- Delegate Local Record Contact role to appropriate staff.
- Inform University Records of record contact changes.
- Ensure a Records Management Plan is developed and implemented.

ORGANISATION CHART



UTS KEY SELECTION CRITERIA

UTS: People Unit

POSITION: Specialist (Responsible Technology Policy)
FACULTY/UNIT: Human Technology Institute

Skills and attributes

- Demonstrated experience in the design, development and delivery of strategies that promote excellence in public policy, especially in the area of technology and/or AI policy
- Demonstrated ability to autonomously deliver research, analysis and review of complex policy issues, identify emerging issues, and recommend evidence-based options and strategies
- Strong research and analytical skills
- Demonstrated ability to contribute to strategy and policy planning and implementation
- Strong interpersonal and presentation skills
- Experience in managing relationships with a diverse range of stakeholders, including some senior internal and external stakeholders
- Strong oral and written communication skills.

Knowledge

- Strong knowledge of public policy relating to the development and use of new and emerging technologies (especially AI)
- Good understanding of regulatory principles and practice, human rights and/or ethical issues associated with new technology
- Demonstrated knowledge and commitment to the delivery of EEO and WHS principles in the workplace.

Qualifications

- Appropriate tertiary qualifications; public policy, economics, law and/or technology degrees are desirable
- Postgraduate degree in an area relevant to technology policy or equivalent professional experience is desirable.

Experience

- Experience in technology policy (especially responsible technology) and human rights, social justice or ethic issues associated with new technology
- Demonstrated success in contributing to relevant projects to completion including management of budgets and small teams
- Strategic and organisational skills and ability to operate with significant autonomy
- Ability to work with diverse staff, in a demanding and changing environment
- Proven experience interacting effectively with a range of staff and stakeholders in a complex environment, displaying strong communication and negotiation skills
- Demonstrated capacity to contribute to collaborative relationships, which could be applied to HTI
- Experience collaborating with diverse teams to achieve desired goals.