

POSITION DESCRIPTION

Role Title:	Senior Advisor, Government Relations	Position Number:	012
Function:	Government & Media	Position Classification:	SCHADS 5
Reports To:	Head of Government Relations	Last Updated:	September 2026

Role Purpose

The Senior Advisor, Government Relations, provides expert, strategic advice and support on matters related to the political and policy landscapes and authorising environments in which Teach For Australia (TFA) operates. The role develops and implements strategic and tactical policy, government relations and influencing plans that promote TFA and ensure ongoing support and funding for TFA's work within each jurisdiction.

Alongside preparing briefs, writing correspondence and policy submissions, and undertaking education policy research, the Senior Advisor coaches and supports TFA's State and Territory Managers to effectively manage their government contracts and relationships with Ministers, political staff, MPs, public servants, unions, regulators and other influencers. The Senior Advisor also engages directly with external stakeholders as needed in support of TFA's Federal, State and Territory Government relations and policy work, and consults with internal stakeholders to lead policy position development.

Qualifications and Experience

Essential

- At least 7 years' experience working in a government relations, policy or advocacy role for a not-for-profit or education organisation, or as a political advisor, or in a government department.
- Demonstrated capacity to develop and implement strategies to influence government officials, advisers and politicians to support strong public policy outcomes.
- Demonstrated capacity to build strong relationships with people in government, make representations and influence through personal engagement.
- Demonstrated capacity to coach and mentor others.

Desirable

- Undergraduate or postgraduate qualifications in a field related to Government Relations (for example Social Sciences, Policy, Political Science, Law or Community Development)

Skills, Attributes and Knowledge

Essential

- Comprehensive understanding of the Australian political and education policy landscapes, at Commonwealth, state and territory levels.
- Excellent written communication skills – notably the ability to provide concise, compelling and influential material for government officials, advisers and politicians.
- Excellent verbal communications skills including ability to represent the organisation in a wide range of external environments.
- Ability to analyse complex policy, including government announcements, legislative change and budget papers.
- Ability to recognise and maximise opportunities for organisational growth.
- Advanced understanding of government processes including legislation, procurement, contract management and policy development.
- Experience in developing campaigns or strategies to achieve broad based support for an organisation, policy issue or proposition.
- Ability to mentor and coach others to confidently maintain political relationships and manage government contracts.

Desirable

- Experience in the education sector/with education as a policy issue.

Primary Accountabilities

Strategic Political and Policy Advice

- Actively assess the political and education policy landscapes within TFA's operating jurisdictions and provide timely, expert advice on opportunities and risks associated with TFA and its work.
- Develop, implement and manage strategic and tactical government relations/influencing plans that ensure positive authorising and funding environments for TFA's work.
- Provide strategic advice to colleagues on Federal, State and Territory Government engagements including key stakeholders within the Departments, Ministerial Offices, Central Agencies and across Parliaments.
- Pro-actively manage complex issues and manage risks that may impact on TFA's reputation.
- Lead the development of policy positions and/or policy research that promotes TFA and responds to government needs.

Government Procurement and Contract Management

- Identify opportunities for TFA to secure new government funding including developing additional offerings, ideas and strategic interventions.
- Design approach, coordinate and draft TFA responses to grant and funding opportunities and competitive processes, including writing contract proposals.
- Lead and/or support others to negotiate government contracts and navigate procurement processes.
- Oversee contract management of all current State and Territory funding agreements, ensuring high quality reporting and risk mitigation.

Secondary Accountabilities

Build and Maintain Third Party Support

- Develop and maintain third party support strategies that ensure supportive individuals and organisations actively leverage their influence on behalf of TFA.
- Build coalitions to assist in influencing government decision-making including participating in cross-sectoral events and forums as a TFA representative.
- Directly engage with and support others to engage with education influencers such as unions, regulators and associations.

Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.