

POSITION DESCRIPTION

POSITION TITLE:	Senior Policy Analyst
APPOINTMENT:	24 month contract (possibility of Extending)
LOCATION:	Level 6, 436 St Kilda Road, Melbourne 3004
REPORTS TO:	Executive Director, Policy

Please contact Davidson Recruitment for any expressions of interest.

Cameron Norton
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The Australian Academy of Technology and Engineering is an independent think tank that comprises the leaders in the fields of technology and engineering, who gain Fellowship to the Academy in a highly competitive process. The Australian Academy of Technology and Engineering is one of Australia's four national Learned Academies but uniquely its 870-strong Fellowship come from industry, government and research organisations, as well as academia. Our Fellowship develops trusted, informed and visionary views to persuade decision-makers to implement the most progressive policies on the development of technology for the betterment of Australia and its people.

The Academy's vision is to see Australia thriving as an innovative, globally competitive nation that embraces technology for economic growth while ensuring social cohesion and environmental sustainability. Our mission is to drive prosperity through advocacy for progressive innovation and education policy choices that promote technology and engineering for economic, social and environmental benefits.

The Academy provides evidence-based, independent advice to governments, industry, research institutions and the wider Australian public on policy issues impacted by science, technology, innovation and engineering. The Fellows are supported in this role by a professional secretariat, and the Academy is frequently commissioned to undertake projects on policy issues in a diverse range of areas. This policy work is primarily conducted via the Academy's Forums, which reflecting the Academy's National Technology Challenges - Energy, STEM Education, Health Technology, Infrastructure, Natural Resources (Water and Minerals), Agriculture, Industry & Innovation and Digital Futures. Each Forum has a small leadership group comprising Fellows of the Academy. The Academy integrates international engagement activities across the various priority topics within these National Challenges and has important bilateral relationships with a number of countries that are maintained through regular communication and project and/or workshop activities.

The Senior Policy Analyst:

Assists the Executive Director, Policy in managing research projects, developing policy positions for the Academy and engaging with key stakeholders to facilitate the adoption of these policies.

KEY RESULTS AREAS AND RESPONSIBILITIES

The position holds responsibility for:

- Managing research projects and developing policy positions arising from the outcomes of these projects.
- Assists the Executive Director, Policy in providing leadership to the Academy's Policy Team and deputises for the Executive Director where appropriate.



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- Coordinating the development of policy statements in identified areas of strategic focus and profile.
- Providing support to Forums, Committees and Working Groups.
- Engaging with key stakeholders to facilitate identification of key issues and adoption of key policy statements.
- A good understanding of national and/or international science, technology and innovation policy.
- Expertise and experience in one or more areas of science policy or in international relations.
- Demonstrated high level ability in project planning and coordination. Highly developed communication and interpersonal skills including the ability to successfully build and maintain internal and external relationships at all levels with government, industry and academia.
- Well developed analytical, research and problem solving skills with demonstrated ability to implement organisation strategies, policies and business plans.

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Policy and Project Development

Coordinating policy development in the Academy's strategic priority areas.

Closely monitoring national and international developments in these areas and identifying and analysing policy issues of relevance.

Coordinating submissions to government and other key stakeholders in identified areas of strategic focus and profile.

Managing research projects to facilitate timely and quality deliverables, building national and international networks of influence with policymakers, scientists and other stakeholders
Identifying and scoping new research project opportunities.

Contributing to identifying and securing funding support for the Academy's research projects.

Coordinating, drafting and editing policy studies, reports and other outputs.

Forums and Working Groups

Providing technical input and administrative support to Forum and Working Group meetings.

Ensuring Forums and Working Groups are kept up to date with current issues and developments.

Identifying new activities and opportunities.

Project managing research projects from inception to evaluation.

Stakeholder Engagement

Assisting in the development and organisation of events and other platforms for the dissemination of policy findings.

Representing the Academy and its policy positions in meetings or seminars with government, policymakers and others.

Identifying key strategic issues from the Academy's stakeholders.

Promoting the Academy to national and international stakeholders.

KEY SELECTION CRITERIA:**Essential**

1. Degree in engineering, technology or science.
2. Demonstrated high level ability to work independently and as part of a dynamic team, managing workloads and priorities to meet organisational deadlines.
3. Excellent level of written and oral communications skills and ability to communicate with influence.



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Desirable

1. Postgraduate qualifications in a field appropriate to the position
2. Experience in technology, engineering or science research
3. Experience in a policy-related environment

OTHER JOB RELATED INFORMATION:

Interstate travel may be required from time to time

Occasional out of office hours work may be required

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