



Australian Academy of
Technology & Engineering

POSITION DESCRIPTION

POSITION TITLE:	Policy Analyst
APPOINTMENT:	Full Time 12 month contract
LOCATION:	Level 6, 436 St Kilda Road, Melbourne 3004
REPORTS TO:	Executive Director, Policy

Please contact CS Executive Group for any expressions of interest.

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ORGANISATIONAL CONTEXT

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 Academy 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 Academy Fellows. 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.

Policy Analysts:

Assist 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
- 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

Policy & Project Development

Under the direction of the Executive Director, Policy:

- Undertake research and analysis across the Academy's priority areas
- Coordinating policy development across the Academy's National Technology Challenges with a focus on integrated international engagement
- Identifying and analysing policy issues of relevance
- Coordinating drafting and editing policy studies, reports and other outputs
- Scoping new research project opportunities
- Helping secure resources for research projects
- Building national and international networks of influence with policymakers, scientists and other stakeholders
- Contributing to international research and policy-based projects
- Delivering contracts on time and within budget, ensuring requirements are met and the contract register is updated appropriately.

Forums and Working Groups

- Providing technical input and minute taking for the Academy's Assembly, Forums and Working Groups as directed.
- Ensuring all Forums and Working Groups are kept up to date with current issues and developments



- Contributing to communications platforms and materials

Stakeholder Engagement

- Assisting in the development of event programs and other platforms for the dissemination of policy findings
- Representing the Academy in meetings or seminars
- Identifying key strategic issues from stakeholders
- Promoting the Academy to national and international stakeholders

KEY SELECTION CRITERIA:

Essential

- A tertiary qualification in technology, engineering or science or equivalent work experience in a related area.
- Demonstrated ability to undertake research and analysis.
- A good understanding of national and/or international science/technology policy
- Well-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.
- Demonstrated high level ability work independently and as part of a team, and manage workloads and priorities to meet organisational deadlines.
- Excellent level of computer literacy.

Desirable

- Experience in a policy-related environment
- A postgraduate qualification in technology, engineering, science or policy

OTHER JOB RELATED INFORMATION:

- Interstate travel may be required from time to time
- Occasional out of office hours work may be required