**Position description**

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| **POSITION TITLE:** | Policy Advisor or Senior Policy Advisor |
| **WORK UNIT:** | Policy and Advocacy |
| **RESPONSIBLE TO:** | General Manager, Policy and Advocacy |
| **LOCATION:** | Any location |
| **PURPOSE:** | With a focus on climate change, provide public policy analysis, advice, writing and project management services to support the organisation’s promotion of the science and practice of engineering for the benefit of the community via advocacy in public policy, media and government domains. |

## Duties

Duties include (but are not limited to):

* Conduct research, write policy papers, and deliver advocacy campaigns on climate change-related public policy issues.
* Build networks with Engineers Australia’s member groups and external stakeholders to build and execute programs of public policy development and advocacy campaigns.
* Build and maintain an in-depth understanding of public policy issues relevant to Engineers Australia and its members.
* Identify government, parliamentary and agency inquiries relevant to Engineers Australia and manage engagement with them.
* Establish networks in, and liaise with, government agencies, and professional and industry associations to identify and act on opportunities for collaboration or engagement on public policy and media issues relevant to Engineers Australia.
* Represent Engineers Australia at public meetings such as industry forums, networking events and government agency consultation meetings.
* Communicate with stakeholders effectively via all available means including in-person, on the telephone and via video conferencing facilities.
* Interstate (including overnight) travel may be required.
* Contribute to and promote the development of the profession through active participation in the community.

## Work health & safety (WHS) obligations

As an employee of Engineers Australia, you must:

* Take reasonable care for your own health and safety in the workplace;
* Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace;
* Cooperate with your employer about matters of health and safety;
* Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures; and
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

## Communication and relationships

## The position reports to the General Manager for Policy and Advocacy.

## The position has no direct reports.

## This position is not an authorised spokesperson for Engineers Australia for the purpose of the Engineers Australia Spokespersons Policy.

## Internally, the position has relationships across the whole organisation.

## Within Engineers Australia’s membership, the position communicates and liaises with Office Bearers and other members with an interest in the public policy and advocacy work of Engineers Australia. This will most often include Division committees, and members of the management committees for Colleges, Technical Societies and Special Interest Groups.

## Externally, the position predominantly communicates with government officers and staff from relevant professional associations, industry associations, and academia.

## Diversity and inclusion at Engineers Australia

Engineers Australia is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. In turn are committed to creating a safe inclusive environment for all employees.

Should you need any reasonable adjustments during this recruitment process please email [HR@engineersaustralia.org.au](mailto:HR@engineersaustralia.org.au)

## Selection criteria

## A minimum of two years (five years for senior grade) professional experience, preferably in a similar capacity and in a related field.

## Tertiary qualifications.

## Demonstrated experience in climate change-related advocacy.

## A demonstrated ability to build and maintain good working relationships with a wide range of internal and external stakeholders.

## A proven capability to write succinctly, objectively and with clarity in a range of formats such as policy papers, discussion papers, reports, public inquiry submissions and letters.

## An in-depth understanding of the system of Australian government at federal, state and territory levels and their associated agencies.

## A proven ability to independently manage workload under limited supervision.

## Professional verbal and written communication skills with a proven ability to liaise with stakeholders at all levels.

## Solid computer skills, especially in the use of programs such as the Microsoft Office Suite with a demonstrated capability to learn to use new technology with ease.

## A proven ability to conduct research, analyse issues and develop papers and public policy advice, under limited supervision.

## A basic understanding of the media and its operation is desirable.

