

GOVERNMENT RELATIONS MANAGER  
POSITION DESCRIPTION

<b>Position Title:</b>	Government Relations Manager	<b>Position Number:</b>	<b>Faculty/Division:</b> Office of the Vice-Chancellor and President
<b>Classification:</b>	HEO7	<b>No. Direct Reports &amp; Highest Classified Position:</b> nil	<b>School/Branch:</b> University Engagement
<b>FTE:</b> 1.0	<b>Reports to:</b> Director of Stakeholder Relations	<b>Fixed</b> <input type="checkbox"/> <b>Continuing</b> <input checked="" type="checkbox"/>	<b>Discipline/Unit:</b> Stakeholder Relations
<b>Position Summary:</b>	<p>The University Engagement Branch comprises four units: Alumni Relations, Development, Stakeholder Relations and Operations. The Branch has been created to develop and foster partnerships and links with business, government, alumni, donors and the wider community and to optimise the effectiveness and efficiency of engagement activities within one portfolio.</p> <p>The Government Relations Manager is responsible for; developing, maintaining and realising the benefits of effective University-wide partnerships with government stakeholders; and providing advice and assistance to those areas across the University that maintain and develop mutually beneficial partnerships with government stakeholders to strengthen those relationships and to avoid duplication of activities.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	Working under limited direction with a degree of autonomy the Government Relations Manager is responsible for providing strategy, advice and assistance on government relations matters to areas across the University and participating in the development of strategies that ensure the University is well positioned in relation to its relationship with all levels of government.	
	<b>Significant internal/external relationships</b>	Chief Engagement Officer Directors, Managers and Staff within Stakeholder Relations and the University Engagement Branch Faculty and School staff State and Federal Members of Parliament and Government Departments Local Government Vice-Chancellor, Deputy Vice-Chancellors, Chief Operating Officer and Vice President	
	<b>Special conditions</b>	Work out of standard hours as required Reasonable workplace adjustments will be made for people with a disability.	
	<b>Delegations</b>	Nil	

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<b>Key Responsibilities and Outcomes</b>	1	Government Stakeholder Engagement and Management	<ul style="list-style-type: none"> <li>▪ Effectively manage the government relations portfolio</li> <li>▪ Provide strategy, advice, and leadership in relation to the University government relations protocols and practices that will position the University as exemplars of best practice in its approach towards government relations</li> <li>▪ Provide high level advice regarding strategic and operational partnership requirements and opportunities to increase the University's profile with government stakeholders</li> <li>▪ Provide advice to key internal stakeholders on government policy initiatives and legislative reform to ensure the University is well placed to respond in an appropriate manner</li> <li>▪ Convene and facilitate key internal networks to manage strategic partnerships with government stakeholders</li> <li>▪ Identify gaps in partnering with stakeholders to improve the delivery of services and outcomes</li> <li>▪ Develop, maintain and realise the benefits of effective University-wide strategic partnerships with government stakeholders</li> <li>▪ Ensure effective communication with government stakeholders including the development of communications tools in consultation with the Communications and Events team</li> <li>▪ Regularly review, evaluate and advise on existing engagement strategies and update implementation plans as required</li> <li>▪ Actively contribute to building an engagement culture across the University</li> <li>▪ Represent the University internally and externally as required</li> </ul>
	2	Leadership	<ul style="list-style-type: none"> <li>▪ Establish strong and effective networks across the University and externally to support the strategic objectives of the University Engagement Branch</li> <li>▪ Participate in the development of strategies that ensure the University is well positioned and prepared for future government funding initiatives</li> </ul>
	3	Project work	<ul style="list-style-type: none"> <li>• Lead and participate in projects which may impact government relations</li> <li>• Contribute to process improvement projects within Stakeholder Relations and across the Branch</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Achievement Drive	<ul style="list-style-type: none"> <li>• Delivers high quality output.</li> <li>• Committed to meeting deadlines even with demanding timeframes.</li> <li>• Negotiates and sets expectations for work commitments.</li> </ul>

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		<p>Communication</p>	<ul style="list-style-type: none"> <li>• Uses appropriate communication methods for effective interactions with a preference towards personal interactions.</li> <li>• Is persuasive and confident in communicating ideas.</li> <li>• Negotiates win-win outcomes by exploring different positions and building consensus.</li> </ul>
		<p>Flexibility and Adaptability</p>	<ul style="list-style-type: none"> <li>• Adapts responses and tactics to fit changing circumstances.</li> <li>• Provides ideas for improvement and constructive input into change initiatives.</li> </ul>
		<p>Leadership</p>	<ul style="list-style-type: none"> <li>• Leads projects in area of responsibility.</li> <li>• Displays a confidence in own ability and a willingness to continually develop own skills and knowledge.</li> <li>• Portrays the organisation and work area in a positive manner.</li> </ul>
		<p>Relationship Building</p>	<ul style="list-style-type: none"> <li>• Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices.</li> <li>• Develops a broad network of useful contacts both inside and outside the University.</li> <li>• Builds trust in relationships through maintaining confidentiality and keeping commitments.</li> </ul>
		<p>Teamwork</p>	<ul style="list-style-type: none"> <li>• Accomplishes shared goals through accepting joint responsibility.</li> <li>• Supports team members to achieve their goals by sharing workloads.</li> <li>• Exercises tact, tolerance and humour to promote team harmony.</li> </ul>
	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrated high level communication skills, in particular written and interpersonal</li> <li>▪ Demonstrated ability and experience in building and managing stakeholder relationships especially with Federal and State Members of Parliament, Government departments and agencies and local government</li> <li>▪ Demonstrated ability and experience in understanding and responding to relevant key government policy and legislative reform</li> <li>▪ Demonstrated understanding of parliamentary processes and public policy development</li> <li>▪ Demonstrated ability to work collaboratively, develop effective networks and partnerships</li> <li>▪ Demonstrated ability to work effectively within a complex and changing environment</li> <li>▪ Demonstrated ability to deal with confidential and sensitive matters</li> <li>▪ Knowledge of the Australian Higher Education sector desirable</li> </ul>	
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Tertiary qualifications in a relevant discipline and/or extensive relevant experience</li> </ul>	

