

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Department:	Government Relations Unit within the University Secretary and Legal Counsel Directorate
Position Title:	Senior Policy Advisor (Governance)
Classification Level:	HEO 9
Date Classified:	27 August, 2009
Reports to:	University Secretary and Legal Counsel

DIMENSION OF POSITION

The Senior Policy Advisor (Governance) is a senior administrative and policy related position, located within the Government Relations Unit of the University Secretary and Legal Counsel Directorate. The role works closely with the University Secretary and Legal Counsel, collaborating upon policy development and management of Council business and issues. The role will be responsible for ensuring Council and the University's Executive remains aware of significant issues of interest and trends in the tertiary education sector, government, industry and the community as they relate to the strategic direction and governance of UNE.

POSITION OBJECTIVES:

The occupant of this position will have direct responsibility for the provision of advice and for the research and preparation of a wide variety of written material (including reports, briefing papers and non-routine correspondence) and for undertaking high-level reviews and strategic analyses. In addition, the occupant remains responsible for the development of a framework that provides clear instruction and policy for the progression of matters to the UNE Council. The appointee will maintain effective working relationships with other executive and administrative areas of the University, and in the broader tertiary education, industry and Government sector.

DUTIES

Under broad to open direction from the University Secretary and Legal Counsel, undertake the following duties:

1. Independently generate responses to urgent matters associated with media and policy related issues considered by the University Chancellor and the UNE Secretary and Legal Counsel.
2. In consultation with University Secretary and Legal Counsel, develop and implement new governance-related initiatives and projects that fulfil the University's core objectives.
3. Take a leading role in reviewing and monitoring the governance framework of the University, feeding back into Council and identifying subsidiary issues for ongoing attention.
4. Develop and maintain strong and effective relationships with relevant agencies and partners in government, the public sector and in industry to benefit the University.

5. Research and prepare a wide variety of written material including reports, speeches, briefing papers and non-routine correspondence on behalf of or for the information of UNE Council and the University Secretary and Legal Counsel.
6. Provide high level support and where appropriate, advice to assist with reviews and strategic analyses regarding the University's governance.
7. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
8. Other duties appropriate to the position and its classification, as directed.

QUALIFICATIONS AND SELECTION CRITERIA

1. Postgraduate qualifications and extensive relevant experience (eg. in government, public policy, and communications, including the policy and legislative environment); or an equivalent combination of relevant expertise, experience and/or education/training.
2. Demonstrated experience in the interpretation and implementation of regulatory processes, as they relate to the tertiary education sector, and current issues in tertiary education.
3. Demonstrated experience in the higher education system and culture, including relevant political awareness.
4. Demonstrated understanding of an organisation's governing body principles and processes, and of its broader corporate governance framework.
5. Demonstrated success and involvement in productive reform in the government, non-government or tertiary education sector.
6. A demonstrated ability to undertake high level media management and written/verbal communications/presentations.
7. A demonstrated ability to undertake consultation, negotiation and interaction with senior people in the public sector and in industry.
8. A demonstrated ability to research, analyse and interpret proposals and legislative requirements, and to develop proposals and responses.
9. Sound, organisational and interpersonal skills.
10. Demonstrated commitment to understanding of EEO, OH&S, Risk Management and Quality Assurance principles as they relate to this position.