



## Position Description – Policy and Research Advisor

### Position Details

---

<b>Position Title:</b>	Policy and Research Advisor (APEC and International Engagement)
<b>College/Portfolio:</b>	Policy Strategy & Impact Portfolio
<b>School/Group:</b>	Australian APEC Study Centre
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 7
<b>Employment Type:</b>	Fixed Term (2 years)
<b>Time Fraction:</b>	1.0 (full time)

### RMIT University

---

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

---

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

---

The Policy, Strategy and Impact (PSI) Portfolio provides focus and momentum for the projects and priorities that were identified in Knowledge With Action: RMIT's Strategic Plan, developed in 2022.

PSI works to support and advance the implementation of RMIT's strategic priorities, including through strategy projects, Indigenous engagement, innovative partnerships, public policy & government relations and capability development.

PSI includes diverse teams such as the Innovation Catalyst, Office of the Vice-Chancellor, the Ngarara Willim Centre, the Australian APEC Study Centre, RMIT Activator, Workforce Innovation and Development Institute and the Health Transformation Lab.

The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' of relationships and partnerships across and beyond the university. PSI teams provide a distinctive set of evidence-driven, innovation, public policy and community engagement expertise.

## Position Summary

---

The Advisor, Policy and Research is responsible for providing high quality policy and research outputs, and advice for the design reports and briefs, training programs, conferences and other activities for the Australian APEC Study Centre and the International and Engagement portfolio at RMIT University. This role will be responsible for providing policy analysis and advice to both internal and external stakeholders on various topics relating to economic and international cooperation. The advisor will work independently to make recommendations and prepare documentation on behalf of the APEC Centre and the International and Engagement portfolio, and for co-ordinating activities across the two groups. This role will advise leadership in both teams and will work collaboratively with stakeholders to achieve research, impact and development outcomes.

## Reporting Line

---

Reports to: Program Director, Strategy & Development

Direct reports: 0

## Organisational Accountabilities

---

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

**Key Accountabilities**

---

- Develop, Conduct and Report on analysis for policy and research initiatives across Policy Strategy & Impact, and International and Engagement portfolios.
- Develop inputs for proposals and reports to external stakeholders, including proposals for funding, progress reports, and monitoring and evaluation inputs and outputs.
- Provide policy advice for the APEC Business Advisory Council Australian members through policy briefs, presentations and support to the members in preparation for regional meetings.
- Attend as required APEC Business Advisory Council meetings in the APEC region as support for the Lead Staffer to Australian members.
- Assist the Lead Staffer and Program Director on ABAC Australia Secretariat administration and stakeholder management.
- Maintain working relationships with University stakeholders, government agencies in Australia and the region, the APEC Secretariat and multilateral organisations such as AEAN, World Bank, OECD and ADB.
- Contribute to enhanced team effectiveness and capability development by providing support and guidance to junior team members, in a proactive, collaborative team environment.

**Key Selection Criteria**

---

1. Demonstrated experience managing a range of policy and research projects from problem definition to implementation.
2. Well-developed interpersonal and communication skills including the ability to lead, direct and influence others and a proven capacity to build and maintain effective and productive relationships with a wide range of internal and external groups, including in cross-cultural environments.
3. Established organisational and time management skills with proven ability to manage multiple tasks and adjust workload priorities to meet conflicting deadlines.
4. Proven ability to effectively collaborate with a diverse range of academic, business and government stakeholders and handle a range of situations and information in the strictest confidence.
5. Ability to analyse research and reports on economic, financial and social aspects relating to the work of regional forums such as APEC and ASEAN and to interpret and present information in a variety of formats, for example in project design, on such matters.

**Qualifications**

---

A relevant tertiary qualification with subsequent substantial relevant experience in policy advice, preferably within the education sector and the Asia Pacific region, or an equivalent combination of relevant experience and/or education/training.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--