

## POSITION DESCRIPTION

<b>TITLE:</b>	Policy Analyst
<b>APPOINTMENT:</b>	Full time (fixed-term)
<b>REPORTS TO:</b>	Policy and International Projects Manager is the direct line manager. The Director, Policy and International Affairs provides leadership to the Policy and International Affairs team.
<b>WORK TYPE:</b>	ATSE Work – Category B
<b>LOCATION:</b>	Ngunnawal Country in Canberra
<b>HOURS:</b>	9am – 5pm

## THE ORGANISATION AND ROLE

The Australian Academy of Technology and Engineering (ATSE) is a Learned Academy of independent experts helping Australians understand and use technology to solve complex problems. Comprised of over 900 Fellows, the Academy is an independent, non-government, not-for-profit organisation at the forefront of proposing technology powered and human driven solutions to issues such as climate change, the COVID-19 pandemic and building a more diverse STEM workforce ready for the future.

ATSE's office is located on Ngunnawal Country in Canberra.

## OUR CULTURE

ATSE is a for-purpose, values-driven employer that embraces diversity and offers a safe and inclusive work environment for all. We have high performance culture which underpins our value of professional pride.

## ROLE PURPOSE AND RESPONSIBILITIES

The role develops accurate, persuasive, evidenced-based policy positions to help inform national decision-making. The role collaborates with Fellows, internal and external stakeholders to manage and deliver on strategic priority matters that will influence national debate and inform government, industry and the public, with a focus on the economic returns on research and technology in Australia across a variety of fields. Working as part of a small team and the role provides secretariat support to the Policy Forums, assists with research and development of policy positions, coordinates government submissions, and assists in the organisation of events and other platforms for stakeholders to engage with ATSE's policy work.

Key accountabilities of the role include:

- Coordinate multiple projects driven by ATSE Policy Forums and Divisions.
- Identify and engage with relevant policy issues, experts and key stakeholders.
- Conduct complex research and analysis on issues of importance to ATSE and its Fellows, communicating insights with clarity and identifying opportunities for ATSE to add value to critical national and global conversations.
- Contribute to the development of high-level briefings, presentations, submissions, papers, and reports, reviewing to ensure alignment with ATSE policy directions.
- Provide professional secretariat support to ATSE's Forums, Divisions, and Assembly, and assist with planning and facilitating meetings, workshops, and events.
- Proactively collaborate and contribute to tender applications involving the policy and international units.
- Establish and sustain strong and positive professional working relationships with colleagues, Fellows, and stakeholders.

## ATSE

- Provide support to the Policy Managers to help coordinate resource requirements for projects.
- Work collaboratively with ATSE staff across all teams to add value to the internal and external perception of ATSE's work.
- Support a thriving, respectful and inclusive workplace culture in which all staff are enabled to contribute and achieve.
- Other duties as required to support strategic objectives across the organisation.

### **OTHER JOB RELATED INFORMATION**

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