



Position Description – Advisor, Government Relations

Position Details

Position Title: Advisor, Government Relations

College/Portfolio: Policy Strategy and Impact **School/Group:** Government Relations

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW6 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Senior Manager, Government Relations

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

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

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

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 Strategy team, 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 **Government Relations Advisor** is a talented and versatile generalist supporting the Policy, Strategy & Impact Portfolio's Government Relations function in the relationship engagement, public policy advocacy and project support for government partnerships while also supporting the preparation, research and analysis of relevant policy and insights papers.

Key Accountabilities

- Provide additional government relations support to the Senior Manager, Government Relations (and with relationship management across RMIT Colleges and stakeholders) - with regard to communication, public policy advocacy, government engagement through events and/or strategic departmental liaison.
- Additional support for government relations specifically relating to RMIT Horizon 2 Signature Initiatives
- Participation in RMIT-wide and PSI collaboration and public policy development discussions as they relate to RMIT's Strategy Knowledge With Action.
- Contribute to the development of concise and well written briefing papers, executive reports, public communications materials and public policy papers as part of a collegiate team.
- Provide relationship management, support for and coordination of government partnership projects and visits by liaising with external and internal stakeholders.
- Undertake Government policy analysis (including government announcements and budgets) with particular relevance to discreet RMIT initiatives and projects.
- Conduct background research and provide strategic briefs on specific policy areas with relevance to a diverse range of public policy issues and government relations priorities.
- Undertake additional responsibilities as agreed with the Senior Manager, Government Relations, as appropriate.

Key Selection Criteria

Essential:

1. Professional experience and working knowledge of government relations, public policy and/or public communication and stakeholder management.
2. Deep working knowledge and experience with parliamentary inquiry, legislative procedure, budget development, machinery of government processes and practices at state and federal levels are a must.

Desirable:

3. Excellent and demonstrated written and verbal communication skills and an understanding of writing principles that align with the preparation of briefs, concise summaries and executive briefing materials.
4. Proficiency in the range and specifics of the public policy environment that RMIT engages with and be able to assess the potential implications of policy changes for RMIT in a way that advances RMIT's Knowledge with Action strategic goals and objectives.
5. Proven commitment to collaboration, versatility, flexibility and teamwork: in a mature and efficient manner

Qualifications

A tertiary qualification in communication, social sciences, economics or law. Applicants without formal

Working with Children Check

Appointment to this position is subject to holding a valid Victorian 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.