



Position Description – Policy Director

Position Details

Position Title: Policy Director

College/Portfolio: Policy, Strategy & Impact **School/Group:** ATN

Campus Location: By agreement. The position requires work out of, or travel to, any of the ATN Universities across Australia. Head Office is at RMIT City Campus in Melbourne

Classification: SSEE 9 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Deputy Director, ATN

No. of Direct reports: 1

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.



Australian Technology Network of Universities

Australian Technology Network of Universities (ATN) is a national Australian higher education peak body, with a membership of five universities across Australia. ATN has a strong presence both nationally and internationally and in key metropolitan and regional media markets. Established in 1999, ATN undertakes policy, advocacy, public affairs and national media work to benefit the shared interest of our membership of world-class Australian universities, the higher education sector and society more broadly.

ATN member universities are Curtin University, Deakin University, RMIT University, The University of Newcastle, and University of Technology Sydney.

The ATN Directorate serves its members through a wide range of activities, including policy analysis and development, while ensuring the voice of our membership is heard at all levels of government, as well as in and through media channels throughout Australia and internationally.

Regarded as Australia's most innovative and enterprising grouping, ATN prides itself on its shared mission to ensure Australia's higher education system remains open, fair and accessible, as well as meeting the needs of industry, particularly Australia's 2.3 million SMEs.

The ATN Directorate is led by the Executive Director and its head office is based at RMIT's City Campus in Melbourne. RMIT University is the employing agent for ATN staff.

Learn more about the ATN at the following link: <https://atn.edu.au/>

Position Summary

ATN Universities is seeking a Policy Director on a fixed term 12-month contract, the Policy Director will lead the ATN Policy Unit, managing ATN's critically important innovative and forward-thinking policy development activities, working to shape the national debate and actively influence higher education policy reform and system improvements. They will be the voice of Australia's most progressive network of universities, demonstrating our policy clout and delivering detailed insight to ensure ATN has an active role in the development of policies which impact our universities, the sector, and help to shape Australia as a forward-thinking, globally engaged nation. As an active and influential voice for the ATN response to the Accord and Australia's productivity challenges, they will help shape the Australian higher education agenda for the next 5-10 years.

The Policy Director will be a dynamic, innovative, and future-focused leader, with a deep passion for higher education and research, and demonstrated deep policy expertise in this space. They will drive ATN's advocacy agenda with sectoral leading analysis and strategies to ensure ATN builds on its already established reputation as a professional and highly effective peak body with member universities, policy makers, innovators, stakeholders, key alliances, and partners. They will ensure ATN's voice is consistently heard through strategic engagement and relationship management across our member universities, relevant Australian Government ministerial offices and agencies.

As a member of the ATN Senior Management team, the Policy Director will lead the full ATN Policy Portfolio, including but not limited to the ATN's policy development, analysis and advocacy pillars in higher education, applied research and international education, ATN-wide data sharing initiatives, ATN education and research strategies, and contribute policy advice as required to other ATN portfolios.

The Director will have responsibility for:

- Conducting analysis and providing clear and prompt advice relating to national and international policy development in higher education, research and skills
- Ensuring ATN's key stakeholders are informed and contribute to current and emerging policy debates and development
- Driving ATN's presence and voice within government, Budget and Parliamentary contexts
- Ensure ATN and its members are seen as sector innovators.

As the policy portfolio lead, the Director will support the Executive Director, Vice-Chancellors, Deputy Vice-Chancellors, Grad Deans, other senior executives, and committees, to navigate – and influence – an increasingly complex policy environment in Australia. They will also scope, develop and refine our policy advocacy to ensure ATN continues to be a trusted contributor to higher education policy settings more generally.

Key Accountabilities

- Provide effective leadership and direction to the ATN Policy Unit, responsible for the development and implementation of strategies to advance the ATN's policy agenda and competitive advantage both domestically and internationally.

- Manage the shaping and implementation of key strategic activities, including but not limited to the ATN's policy development, analysis and advocacy pillars in higher education, applied research and international education, the ATN's data sharing initiative, and the ATN's academic and research strategies.
- Cultivate and nurture relationships with internal and external stakeholders including with ATN Vice-Chancellors, Deputy Vice-Chancellors, university executives, ministers, and government bodies involved in higher education and research to secure their engagement and ensure effective interface on policy, planning and implementation.
- Design, lead and deliver ATN's thought leadership to advance the policy agenda on a multitude of issues affecting higher education and research – evidence-based policy and advocacy tools, including original ATN-led reports, fact sheets, one-pagers and other materials that help drive ATN's advocacy agenda and amplify the voice of member universities and ATN partners.
- Track relevant bills and parliamentary inquiries
- Research and prepare high-quality and timely written advice for our ATN senior executives, in the form of reports, briefs, policy discussion papers, and circulars to inform, respond to requests, and initiate consideration of new policy initiatives.
- Develop and maintain a deep understanding of higher education and research policy environment (both nationally and internationally) including, but not limited to, changes to funding design, national regulatory systems, performance or other funding proposals, equity and participation measures, research training, academic workforce issues and the evaluation of research outcomes.
- Collaborate and provide critical analysis and input as a member of the ATN Senior Management Team.
- Seek and activate opportunities to amplify ATN's policy clout in both internal and external communications and engagements, including leading the planning and management of symposia, dialogues and forums specific to ATN's higher education and research policy agenda.
- Undertake other duties within the designated function of the position as directed.

Special Requirements

- Some out of hours work may be required
- Interstate travel required
- Some international travel may be required

Key Selection Criteria

Essential:

- Relevant postgraduate qualification or equivalent combination of education, knowledge, skills and demonstrated experience at an appropriate level.
- A deep understanding of the current domestic and global higher education and related policy environment, including those relevant to the distinctive profile of the ATN and its member universities.
- Demonstrated flexibility, initiative and the ability to operate strategically within a busy and complex environment, to deal effectively with competing demands and to produce high quality responses within limited timeframes.
- Demonstrated expertise in providing high-level policy advisory services that contribute to achieving organisational strategic goals, delivered with tact, diplomacy, and confidentiality.
- Proven extensive experience in the effective synthesis and analysis of relevant information and data, including the evaluation of research outcomes and recommendations.
- Highly developed interpersonal, oral communication, facilitation and negotiation skills, including the demonstrated ability to interact with people at all levels, both internal and external to the organisation.
- Exceptional writing skills including experience with developing data and policy analysis, media materials, opinion pieces, reports, submissions, speeches, discussion papers, and strategic plans.
- Proven ability to develop strong networks across higher education, industry, and government agencies.
- Ability to lead and ensure delivery of projects in a dynamic and collaborative cross-functional team environment, with minimum of 5 years of program management experience.

Desirable:

- Management, policy, or consultancy experience in an area relevant to research and/or tertiary education policy.
- Experience in a senior role in an industry peak body, Ministerial office, or advocacy-based organisation.

Qualifications

Relevant qualification/s or equivalent combination of education, knowledge and skills.

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.