Position Description – Policy Officer (Project-Specific role)

Position Details

Position Title: Policy Officer, ATN Universities

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

Campus Location: Based at the Melbourne City campus but may be required to work out of or travel to any of the ATN universities across Australia.

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed Term (July to June 2026)

Fixed Term Reason: **Specific Task or Project**

Reporting Line: Manager, Policy

No. of Direct reports: N/A

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 Officer to support the delivery of ATN's policy and advocacy agenda through high-quality policy research, analysis, stakeholder engagement. Reporting to the Manager, Policy, the Policy Officer will contribute to the development of policy positions, submissions, briefing materials and strategic advice across higher education, research, innovation and related public policy areas.

Working closely with the Manager, Policy and broader ATN team, the Policy Officer will support the collection, monitoring and analysis of policy intelligence, including the management of tools and processes used to track emerging policy developments and sector trends. The role will undertake research and analysis, assist in synthesising complex information into actionable insights, and support engagement with member universities and external stakeholders. The position requires sound judgement, strong written communication skills, and the ability to manage multiple priorities in a dynamic policy environment.
This is a fixed-term, 12-month contract role established to support ATN's policy priorities and strategic projects.

Key Accountabilities

1. Policy Research and Analysis

- Undertake research and analysis of higher education, research, innovation and related policy issues.
- Monitor and assess policy developments, government initiatives, legislation, consultations and reviews relevant to ATN's priorities.
- Analyse data, reports and evidence to identify implications, opportunities and risks for ATN member universities.
- Prepare policy papers, discussion documents, environmental scans and evidence summaries to inform policy development and advocacy activities.

2. Policy Development and Advice

- Contribute to the development of ATN policy positions, submissions, consultation responses and advocacy materials.
- Prepare briefing notes, policy advice and executive-level correspondence for internal and external audiences.
- Support the Manager, Policy in identifying emerging policy issues and developing strategic responses.
- Assist in translating complex policy information into clear, concise and accessible advice.

3. Stakeholder Engagement and Coordination

- Support consultation and engagement activities with ATN member universities and relevant external stakeholders.

- Coordinate the collection, analysis and synthesis of stakeholder input to inform policy positions and advocacy initiatives.
- Develop and maintain productive working relationships with policy contacts across the higher education sector.
- Represent ATN in meetings, forums and working groups as required.

4. Project Management and Delivery

- Coordinate and deliver allocated policy projects and activities within agreed timeframes.
- Manage competing priorities and contribute to the planning and implementation of policy work programs.
- Monitor project progress, identify risks and escalate issues where appropriate.
- Apply agreed policy team tools, processes and reporting requirements to ensure work is accurate, consistent, transparent and auditable.

5. General

- Contribute to a collaborative and high-performing team culture by supporting continuous improvement in the policy team's work, fostering professional development, and strengthening collective capability.
- Comply with relevant RMIT and ATN policies, procedures and professional standards.
- Undertake other duties consistent with the classification level as directed by the Manager, Policy.

Special requirements:

1. Willingness to work flexibly to meet project deadlines, including occasional out-of-hours work if required.
2. Availability to travel interstate if necessary for stakeholder meetings or project delivery.

Key Selection Criteria

Essential

1. Relevant tertiary qualification in public policy, political science, economics, law, social sciences or a related discipline, or an equivalent combination of education and relevant experience.
2. Demonstrated experience in policy research, analysis and the preparation of policy advice, submissions, briefing papers or related materials.
3. Critical analytical and problem-solving skills, with the ability to interpret complex information and identify policy implications.
4. Excellent written and verbal communication skills, including the ability to prepare clear and concise documents for a range of audiences.
5. Demonstrated ability to manage competing priorities, work independently and deliver high-quality outcomes within agreed timeframes.
6. Strong stakeholder engagement and relationship management skills, with the ability to work collaboratively across organisations and sectors.
7. High level organisational skills and attention to detail.

Desirable

1. Familiarity with the Australian higher education or research policy environment.
2. Experience working in a university, peak body, government, or policy organisation.

Qualifications

Relevant degree qualification (e.g. public policy, political science, economics, social sciences or related field), or an equivalent combination of education and relevant experience.

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.

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