

Position Description

Job title:	Policy Officer
Department:	Communications, Stakeholder Engagement and Policy (CSEP)
Work type:	Fulltime
Reports To:	Specialist Adviser, Policy
Position Reports:	N/A
Position Contact:	Sophie Mitchell

About the organisation

au Domain Administration Limited (auDA) is Australia's country code Top Level Domain (ccTLD) administrator and self-regulatory policy body, which oversees the operation and management framework of the .au domain of the Internet.

auDA is a community-based not-for-profit public company limited by guarantee. It is endorsed by the Australian Government and has an agreement with the global Internet Corporation for Assigned Names and Numbers (ICANN) to manage the .au ccTLD. Its job is to provide a safe, secure and reliable namespace for more than 20 million Australian Internet users.

Further information on auDA is available at <https://www.auda.org.au/>

Role Purpose

The Policy Officer assists with identifying and developing evidence-based policy responses that address emerging issues in the administration of the .au ccTLD, domestically and internationally. The Policy Officer will collaborate across the organisation and with external stakeholders to participate in and advocate for multi-stakeholder approaches to policy problems and will support the Specialist Adviser, Policy in the successful delivery of auDA's and the CSEP Team's strategic objectives.

The role will also actively contribute to the ongoing development of an organisational culture that embodies auDA's values and promotes a positive and safe environment for staff.



About the role

Key responsibilities

Support the Policy Adviser and CSEP Team through acquittal of responsibilities in the following areas:

- Providing support to identify, analyse and effectively address policy issues relating to the administration of the .au ccTLD domestically.
- Assisting with research, analysis and policy development on relevant policy matters and specified projects.
- Preparing policy briefs and other written material for senior stakeholders and the auDA Board.
- Preparing submissions for government, agency or parliamentary consultations processes.
- Monitoring the sector locally and internationally for emerging issues that impact on the accessibility, interoperability and universality of the Internet, with particular regard to the Domain Name System (DNS).
- Support the development, execution and regular review of auDA's strategic policy workplan.
- Building collaborative working internal relationships within auDA, government departments and with external industry, community and policy stakeholders.
- Assist with stakeholder consultation on auDA policy and strategy as required within and external to auDA.
- Assist auDA to become a trusted policy advisor to Government on issues relating to the Internet and naming system.

Skills and Experience

Experience and personal attributes

- Excellent verbal and written communication skills
- Experience providing high quality policy advice on a range of complex matters
- Demonstrated ability to develop policy positions and writing submissions and briefs within time constraints
- Excellent research, analytical, conceptual and problem-solving skills
- A collaborative and collegiate team player with highly developed interpersonal skills and the ability to liaise with a broad range of internal and external stakeholders
- Understanding of geopolitics, international relations and multi-stakeholder Internet governance or the ability to develop this quickly
- Understanding of the domain name industry and its role in the Australian digital landscape and broader economy
- Ability to work autonomously, exercise critical thinking and sound judgement



- Reliability and attention to detail.

Key Selection Criteria

- 5+ years' experience in a policy development role. Experience in government or a tech industry policy role will be highly regarded
- A relevant tertiary qualification (e.g. public policy, arts, law, economics)
- Experience working in a multi-stakeholder environment and engaging with a wide range of stakeholders with competing views
- Knowledge or experience in the telecommunications and IT sectors or will be highly regarded.

Other

Occasional work outside business hours and occasional domestic travel.

Important Information

National Police Check, Right to Work and National Personal Insolvency Information Check will be conducted as part of the selection process.

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the workplace.

Supporting our employees balance their work and life commitments

All roles at auDA can be worked flexibly, this underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Last Updated

19 August 2021