

## Position Description

<b>Job title:</b>	Policy Advisor
<b>Department:</b>	Communications, Stakeholder Engagement & Policy (CSEP)
<b>Work type:</b>	Full time
<b>Reports To:</b>	Internet Governance & Policy Director
<b>Position Reports:</b>	None
<b>Position Contact:</b>	Jordan Carter

## 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 secure and operational namespace for more than 20 million Australian internet users.

## Our Values

### Contribute: Locally & Globally

We serve all Australians and global internet users.

### Better Together

We collaborate and work together as one auDA.

### Strive For Excellence

We deliver value. On time, every time.



## Role Purpose

The **Policy Advisor** is a key role within auDA's growing Internet Governance & Policy Team, responsible for developing insight into domestic internet and technology policy, developing positions and working with auDA colleagues and external stakeholders to develop and advance auDA's views.

The Internet Governance & Policy Team leads auDA's work in building effective coalitions to drive successful multistakeholder internet governance processes and outcomes, supporting an open, free, secure and global internet, Australia's digital transformation and the development of innovative technology policy.

- The Policy Advisor (Advisor) will be knowledgeable and have a strong interest in the technology and internet policy environment in Australia, at both the Commonwealth and state and territory levels. Joining a small team, they will be a key part of developing our internet and technology policy work to help accelerate Australia's digital transformation and the value that Australians can realise from the internet.
- The Advisor will maintain sound situational awareness of the changing technology and internet policy agenda in Australia and work with auDA team members and relevant stakeholders to develop our understanding of the technology policy environment relevant to auDA's work.
- Applying the insight gained, they will research and develop auDA's positions on agreed issues, including preparing auDA responses to consultations by the Commonwealth, state governments or other relevant agencies.
- The Advisor will have the opportunity to advocate for auDA positions in agreed areas and with agreed audiences.
- Beyond the domestic policy focus of this role, the Advisor will be involved with other work by the team in the internet governance environment.

This position reports to the Internet Governance and Policy Director.



## Key accountabilities

### Digital Transformation and Technology Policy

- Identify policy issues and solutions related to technology, internet and the digital economy that are relevant opportunities or obstacles to auDA's strategy
- Research issues and prepare briefs or other internal documents as required
- Liaise and coordinate with policy team members and other business units across the organisation on policy and operational issues, to maintain awareness of the organisation's objectives and ensure it is informed about relevant issues
- Build and maintain collaborative working relationships internally, and externally with government departments and with agreed external stakeholders domestically (and sometimes internationally), to help effectively achieve auDA strategic goals and objectives
- Research and develop auDA responses and submissions to relevant government consultation processes
- Assist auDA to become a trusted policy advisor on issues relating to technology policy and the digital economy.

### Internet governance and administration of the ccTLD

- Support team members who focus on this area and develop knowledge and understanding through being part of the broader Internet Governance & Policy, CSEP and auDA teams.

## Key Selection Criteria

This role would suit someone with five years' policy and/or technology sector experience who appreciates a dynamic environment and would enjoy working on a range of internet and technology policy issues critical to Australia's economic and social future.

### Policy awareness, analysis and expertise

- Proven experience in tracking the technology policy agenda in Australia
- Demonstrated expertise in public policy analysis techniques and methods applicable to technology, digital transformation and internet policy environments
- Proven successful experience in providing policy advice in writing and verbally
- Demonstrated capability to maintain a broad environmental awareness and relating this to auDA goals and priorities, to help identify issues for the organisation to be aware of, develop and express positions on, and advocate for.

### Connection and collaboration

- Established networks within the technology policy arena within Australia, as part of maintaining effective situational awareness
- Experience effectively collaborating with team members based in Canberra, Melbourne and potentially other places



- Experience working with a diverse range of stakeholders, including industry, government and non-government organisations.

### **Communications**

- Demonstrated ability to articulate complex concepts and advocate effectively, with internal or agreed stakeholder audiences, verbally and in writing
- Skilled in effective, sensitive communication to ensure successful engagement within the organisation and with stakeholders.

### **Project management**

- Demonstrated sound organisational, planning and coordination skills
- Some project management skills would be preferred.

### **Agility**

- Flexible and adaptable: readily adapts to changing circumstances; is open to and welcomes new ideas, approaches and viewpoints; embraces opportunity to provide clarity; and accepts changed priorities without undue discomfort
- Ability to work independently, as well as part of a multidisciplinary team
- Ability to plan and prioritise work and function under minimal supervision to meet project timelines.

## **Qualifications and Experience**

- A relevant tertiary qualification/s (e.g. public policy, economics, law) or relevant industry or government experience
- At least five years' experience in a policy role
- Experience in government and/or the ICT sector is highly preferred
- Experience at a ccTLD or other organisation that has worked on internet policy will be highly regarded
- The ability to model auDA's workplace values.

## **Other**

Occasional work outside business hours will be required. Occasional domestic travel and potentially international travel may be required.

## **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 (Victoria)*, 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**

6 February 2024