

EXPRESSIONS OF INTEREST SENIOR ADVISOR, GOVERNMENT RELATIONS

Employment Type: Full Time (contract role – to 31 December 2019)

Location: Melbourne

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

About Teach For Australia

Teach For Australia is an innovative non-profit organisation and part of a global movement dedicated to developing leadership in classrooms and communities, to ensure all children achieve their potential. We recruit Australia's future leaders and inspire, connect and empower them to a lifetime of action tackling educational disadvantage – activated by the classroom. Our vision is of an Australia where all children, regardless background, attain an excellent education.

About the Government Relations

The Government Relations team plays a critical role in ensuring our engagement with government is positive and mutually beneficial. We engage with representatives in both State and Federal jurisdictions at all levels with regard to both funding and regulation. We are essential to ensuring Teach For Australia (TFA) continues to maintain bipartisan support through consistent engagement with Parliamentarians and they staff.

We are also a critical enabler within TFA, and all work is informed by our contractual obligations to government and the external political environment. Government Relations also plays an essential role in supporting the CEO and Board through the provision of evidence based advice.

About the Position

Responsibility for ensuring TFA's engagement with stakeholders is strategically informed by the external political environment, identifying and leveraging individual and organisational networks for mutual benefit, ensuring active engagement of key players in the work of TFA and proactively seeking opportunities to build TFAs profile.

As the 'go to' advisor for Government Relations, provide confident, targeted advice and relevant support to other TFA staff on issues related to government engagement. Other key accountabilities include driving funding propositions to government, leading on campaigns to enter new jurisdictions, and building coalitions that assist us achieving our growth goals.

About You

You are a dynamic and confident individual with a passion for people and engagement. Your advanced understanding of government process, and understanding the external political environment will enable you to provide timely, strategic and nuanced advice that maximises outcomes for TFA. You have strong attention to detail and are confident in communicating with external individuals at all levels of government.

You have a history of managing funding relationships with government, with a demonstrated ability to manage contracts, personal relationships and reporting. You are capable in developing funding propositions to various audiences and have the ability to write in a concise and compelling manner.

You are a team player and enjoy working with individuals from a wide range of disciplines and backgrounds.

Expressions of Interest

To express your interest in this role, contact Craig Comrie on 0439 184 093 / craig.comrie@teachforaustralia.org. Expressions of interest close on Sunday 18th June 2018.

JOB DESCRIPTION

Role Title: Senior Advisor, Government Relations

Function: Government Relations

Reports To: Director Government Relations & Policy

Financial Accountability: \$NIL

People Management: 0 first level (direct)

0 second level (indirect)

Role Purpose

To provide strategic advice on matters within the Australian political landscape, that directly relate to the work of Teach For Australia, and alongside State and Territory Managers provide advice and oversee State and Territory Government Relations activities.

Qualifications and Experience

Essential

- At least 7 years' experience working in a government relations for a not for profit, as a political advisor or in a government department in a related position.
- Demonstrated capacity to develop and implement strategies to influence government officials, advisers and politicians to support strong public policy outcomes.
- Demonstrated capacity to build strong relationships with people in government, make representations and influence through personal engagement

Desirable

- Bachelor level qualification in field related to Government Relations (for example Social Sciences, Political Science, Law or Community Development)

Skills, Attributes and Knowledge

Essential

- Comprehensive understanding of the Australian political landscape
- Excellent written communication skills – notably the ability to provide concise, compelling and influential material for government officials, advisers and politicians.
- Excellent verbal communications skills including ability represent the organisation in a wide range of external environments
- Ability to analyse complex government announcements, legislative change and budget papers
- Ability to recognise and maximise opportunities for organisational growth
- Advanced understanding of government processes including legislation, procurement, contract management and policy development
- Experience in developing campaigns or strategies to achieve broad based support for an organisation, policy issue or proposition

Desirable

- Experience in the education sector

Primary Accountabilities

Strategic Political Advice

- Actively assess Australian political landscape at both a State and Federal level and provide timely, high level advice on opportunities and risks associated with TFA and its work
- Provide high level advice to the CEO and Director, Government Relations on Federal Government engagement including key stakeholders within the Department, Central Agencies and across Federal Parliament.
- Oversee development of funding proposals for the Federal Department for Education, and the Minister for Education and Training including coordination of internal TFA team
- Support the CEO and Director, Government Relations to build strong relationships within the education portfolio, across Federal and State Parliaments and build bipartisan support for TFA proposals
- Pro-actively manage complex issues and manage risks that may impact on TFA reputation

State and Territory Engagement

- Build capacity of TFA State and Territory Managers to undertake government relations activities in current delivery jurisdictions
- Ensure each State and Territory maximises strategic opportunities to engage with government representatives and elected officials
- Undertake direct engagement with State Directorates, in conjunction with State Managers
- Develop and drive campaigns for new state expansion including developing funding proposal and stakeholder engagement planning

Government Procurement

- Identify opportunities for TFA to secure new government funding including developing additional offerings, ideas and strategic interventions
- Design approach and coordinate TFA responses to grant opportunities and competitive processes.

Secondary Accountabilities

Build and Maintain Third Party Support

- Develop and maintain third party support strategies that ensures supportive individuals and organisations actively leverage their influence behalf of TFA
- Build coalitions to assist in influencing government decision-making including participating in cross-sectoral events and forums as a TFA representative

Contract Management

- Oversee contract management of all current State and Territory funding agreement, ensuring high quality reporting and risk mitigation
- Play a lead role in the internal coordination of Federal Government reporting and day to day contract management ensuring all deliverables are achieved on time and to a high standard.

Our Values

Empowering greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Outcome driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

Approvals

Written by: C. Comrie

Approved by: C. Comrie / F. Lymer

Evaluated by: F. Lymer

Review date: 9/05/2019

Date: 7/05/2018

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