

## JOB ADVERTISEMENT

### GOVERNMENT RELATIONS ADVISOR

**Employment Type:** Full time  
Maximum term contract until 31 December 2024

**Location:** Melbourne, National

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

#### About the Position

The Government Relations Advisor provides political analysis and advice, and operational and stakeholder engagement support to colleagues. The role has administrative and external-facing responsibilities that include the preparation of briefs, correspondence, project and contract management, team logistics, stakeholder research and engagement.

**Please Note: *This role has flexibility to be remote so candidates from other locations in Australia will be considered.***

#### About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools.

#### About You

- At least three years relevant experience in a similar role.
- Bachelor's level degree in a related field or commensurate work experience.
- Knowledge of Australian political landscape – e.g. from working in or with political offices.
- Experience in project management and support.
- High level written and oral presentation skills.
- Ability to work closely with senior team members and independently with initiative.
- Ability to respond quickly to a dynamic operating environment and produce high quality work to deadline

**Teach For Australia encourages applicants of all backgrounds to apply.**

## How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), with your CV and Cover letter, addressing the Job description.

**Please note, we will be running a rolling recruitment process, so please do not wait with your application.**

All enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org).

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role.

Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.



## JOB DESCRIPTION

**Role Title:** Government Relations Advisor

**Function:** Government Relations and Media

**Reports To:** Manager, Government Relations

**Function:**

Government Relations  
and Media

**Reports To:**

Manager, Government  
Relations

### Role Purpose

The Government Relations Advisor provides political analysis and advice, and operational and stakeholder engagement support to colleagues. The role has administrative and external-facing responsibilities that include the preparation of briefs, correspondence, project and contract management, team logistics, stakeholder research and engagement.

The role supports the Government Relations and Media team's goals to secure and extend federal and state funding for current and new programs, build TFA's profile among key political influencers and decision-makers, and build TFA's media profile and public awareness of our expertise and effectiveness.

### Qualifications and Experience

#### Essential

- At least three years relevant experience in a similar role.
- Bachelor's level degree in a related field or commensurate work experience.
- Knowledge of Australian political landscape – e.g. from working in or with political offices.
- Experience in project management and support.
- High level written and oral presentation skills.
- Ability to work closely with senior team members and independently with initiative.
- Ability to respond quickly to a dynamic operating environment and produce high quality work to deadline.

#### Desirable

- Experience in the NFP sector.
- Experience in engaging with the public service and managing government contracts.

### Skills, Attributes and Knowledge

#### Essential

- Passion for our vision, with a strong fit with our core values.
- Knowledge of pipeline development and contract management.
- Database management skills (preferably Salesforce), including ability to identify requirements and work with colleagues to implement solutions.
- A strong systems and process focus, with the ability to design and improve systems and processes.



- Strong communication and interpersonal skills, with an ability to engage with cross-org teams and individuals to achieve outcomes.
- Ability to communicate effectively with a diverse range of internal and external stakeholders, tailoring style as necessary to suit the audience.
- Strong planning, organising and project management skills to meet goals and objectives – holding others to account as necessary.
- Strong work ethic with an orientation to work efficiently and effectively.

## Primary Accountabilities

- Assist colleagues with their stakeholder relationships, including drafting correspondence, preparing briefings, undertaking research, arranging meetings, and other support as requested.
- Implement political engagement plans including a rolling calendar of political engagement events for the year.
- Create and administer project management tools that support the team's good functioning.
- Support contract management and reporting for Federal and State/Territory agreements, including Salesforce administration and coordination of inputs from across the organisation.
- Manage internal and external stakeholder relationships and participate in meetings as required.
- Collaborate with colleagues across the organisation, and participate in cross-functional projects as required.
- Ensure timely, high quality responses to government and media requests for data/information.
- Lead knowledge management and CRM (Salesforce) systems for the team, to ensure efficient collection and tracking of information.
- Project manage and facilitate online and in-person events that support the team's goals.
- Participate in and lead other projects as requested by senior colleagues.
- Apply political knowledge and insight to tasks.
- Preparation of briefs and other communications for internal and external stakeholders including Ministers, backbenchers, Departments, TFA board and executives on matters affecting TFA.
- Contribute political insights, analysis and advice on government relations strategy, engagements, and issues management.



## Our Values

### Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

### Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

### Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

### Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

### Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.



