

## National Research and Policy Lead, National Growth Areas Alliance

Reports to:	CEO, National Growth Areas Alliance		
Classification:	Band 8	Employment type:	Part time
Employment basis:	Fixed term / temporary	FTE (if part time):	0.8 FTE
End date / tenure:	12 months		
RDO eligibility:	Not applicable		
Probity checks required:	Police Check      COVID-19 Vaccine		
Special conditions:	This position can be performed remotely or located at an NGAA Member Council		
Right to Work	Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
HR ref #:		Position code:	11497



Document Control	Name	Title	Date
Prepared by:	Bronwen Clark	Executive Officer, NGAA	18/04/2023
Approved by:	Bronwen Clark	Executive Officer, NGAA	18/04/2023
Reviewed by (HR):	Jo Durose	P&C Business Partner	20/04/2023

## About the National Growth Areas Alliance

The [National Growth Areas Alliance](#) represents Councils across Australia who are experiencing the impact of rapid and sustained population growth. They are predominantly located in the outer suburbs of Australia's capital cities. One fifth of Australia's populations lives in a growth area.

The National Growth Areas Alliance advocates for improved planning, policy and funding at the Federal Government level to both meet the challenges and maximise the opportunities created by rapid population growth. Our advocacy is supported by a strong research and evidence base.

While the National Growth Areas Alliance is auspiced by the City of Whittlesea, this role can be performed remotely from any location.

## About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play a pivotal role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing high quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our community with value-for-money, quality services that are relevant and meet our community needs. Our vision is to make Whittlesea 2040: A Place For All.

We offer meaningful and challenging work in an environment of continuous change and improvement. At the City of Whittlesea, our behaviours and actions are guided by our organisational values. By consistently living and promoting our values, we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community. The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality.

To learn more, please visit our website at [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au).

## Position purpose

The National Research and Policy Lead contributes to the development and maintenance of a strong body of evidence to support and guide our advocacy work, and provide member Councils with leading research to support their strategic planning. The role coordinates external research partnerships, collaborates with Members councils and produces policy papers and submissions. The role can be performed remotely from any location.

## Team structure

Number of direct reports:	0
Number of indirect reports:	0

## Key relationships & interactions

Internal	External
<ul style="list-style-type: none"><li>• NGAA Staff</li><li>• Relevant Officers across City of Whittlesea planning and research areas.</li><li>• NGAA Research and Practice Reference Group</li></ul>	<ul style="list-style-type: none"><li>• Councillors, Managers and Officers from NGAA Member Councils</li><li>• University research partners</li><li>• External research contractors</li><li>• Federal Government bureaucrats and political advisors</li><li>• Policy managers in national stakeholder organisations</li></ul>

## Key accountabilities

1. Responsible for the implementation and review of the NGAA Research Strategy, including identification of knowledge gaps, managing commissioned external national and international research projects and managing team members and outcomes of internal research projects within the NGAA Membership
2. Responsible for the annual review of the NGAA Policy Platform document and ongoing development of policy positions on issues such as cities policy; growth areas strategic, infrastructure, transport and community planning; health and education infrastructure and service delivery; economic development; innovation and smart design and development.
3. Convene the NGAA Research and Practice Reference Group comprising senior executives of Member councils, ensuring collaboration and governance requirements meet Member Council expectations
4. Establish and maintain NGAA representation in academic research partnerships including the ARC Life Course Centre
5. Coordinate the production of NGAA's submissions to Federal and State Government enquiries, committees and budgets in consultation with member Councils
6. Responsible for the national research profile and reputation of Member Councils, through delivery of the annual NGAA Symposium including coordinating content and publishing research findings
7. Convene the Growth Areas Planners Network and identify opportunities for knowledge transfer, collaboration and regular dialogue on policy and practice within the network, while acting as a mentor to new members
8. Read, understand, comply with and uphold the City of Whittlesea values and the Code of Conduct, which are subject to change from time to time.
9. Read, understand, comply with and uphold all relevant policies, procedures, regulations and guidelines, which are subject to change from time to time.
10. Other duties as required and / or directed.

### Selection criteria

#### Qualifications and / or licences

1.	Post-Graduate qualifications in urban or strategic planning or other field relevant to the operations of local government	Essential
2.	Motor vehicle licence	Essential

#### Experience and knowledge

3.	Extensive knowledge of and experience analysing, interpreting and implementing Federal and State Government policies impacting growth area councils and their communities across Australia	Essential
4.	Experience coordinating significant academic and commercial research projects that meet national strategic objectives and deliver value to member councils	Essential
5.	Excellent written communication skills and proven ability to produce persuasive submissions that place NGAA at the forefront of growth areas policy development	Essential
6.	Extensive knowledge of and experience analysing, interpreting and implementing Federal and State Government policies impacting growth area councils and their communities across Australia	Essential
7.	Extensive experience coordinating significant academic and commercial research projects that meet national strategic objectives and deliver value to member councils	Essential

## Core Capabilities

For further details, see City of Whittlesea Capability Framework at [whittlesea.vic.gov.au/about-us/careers-at-council](http://whittlesea.vic.gov.au/about-us/careers-at-council).

8.	DELIVER RESULTS Achieve results through efficient use of resources and delivery on agreed business outcomes.	Adept
9.	DISPLAY RESILIENCE & ADAPTABILITY Express own views, persevere through challenges, and be flexible and willing to change.	Adept
10.	INNOVATE Encourage and suggest new ideas and show commitment to improving services and ways of working.	Adept
11.	POLITICAL & COMMERCIAL ACUMEN Read changes in community trends and expectations to deliver value	Adept
12.	STRATEGIC THINKING Promote, translate and communicate council's vision and goals, and contribute strategically to their realisation.	Adept
13.	RELATIONSHIP MANAGEMENT Persuade and gain commitment and cooperation from others, and resolve issues and conflicts.	Advanced

### Other skills and personal attributes

14.	Strong skills in Microsoft Suite and Videoconferencing	Essential
15.	Understanding of academic research processes	Desirable

### Additional classification information

#### Accountability and Extent of Authority

- Works under general supervision.
- Work is governed by a combination of broad goals or objectives, organisational strategy, policies, budgets, legislation and regulations, and is subject to periodic review.
- Decisions, actions and quality of output may have substantial effects on the relevant work unit, on the public perception of the wider organisation, and on the community (or sections of it).
- May be required to provide on-the-job training to others, based on skills and experience.
- Responsible for supervising non-human resources only (e.g. financial resources and assets).

#### Judgment and Decision Making

- Objectives of the work are not always well defined.
- Methods, procedures and processes to complete the work are developed from theory or precedent.
- Problem solving is a key component of the role. The work will typically require the identification, development and analysis of an unspecified range of options before a choice can be made. New or improved approaches are regularly required.
- Guidance and advice are usually available.

#### Specialist Knowledge and Skills

- Extensive knowledge of and experience analysing, interpreting and implementing Federal and State Government policies impacting growth area councils and their communities across Australia
- Excellent written communication skills and proven ability to produce persuasive submissions that place NGAA at the forefront of growth areas policy development
- Strong project management skills to manage the conflicting pressures of varied stakeholders, tight deadlines and complex research within the limited hours of the role

## Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work, and in appropriate circumstances, that of other employees.
- May assist other employees by providing guidance, advice and training on routine technical, procedural or administrative / professional matters.
- Requires skills to manage strong and divergent opinion amongst Councillors and Officers of NGAA Member Councils and external stakeholders
- Requires skills to manage the content, relationships and outcomes of collaborative projects on sensitive issues with senior academics, research bodies and senior Council officers

## Interpersonal Skills

- Requires strong oral communication skills.
- Requires strong communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.
- Requires the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations.
- Must be able to liaise effectively with their counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.

## Qualifications and Experience

- Post-graduate qualifications in Planning or relevant discipline, combined with relevant experience.
- Motor vehicle licence required
- Experience coordinating significant academic and/or commercial research projects that meet national strategic objectives and deliver value to member councils
- Extensive experience presenting to external stakeholders, building strong working relationships remotely and collaborating across diverse remote teams

## Physical elements and requirements

Please refer to the provided Job Task Analysis document for detailed information about the physical elements and requirements of this position.

### Work environment

Indoor	Frequently (46-100%)	Outdoor	Rarely (0-15%)
High temperatures	Rarely (0-15%)	Low temperatures	Rarely (0-15%)
Loud noises	Rarely (0-15%)	Fumes	Rarely (0-15%)
Working with animals / wildlife		Rarely (0-15%)	

### Physical demands

Standing	Occasionally (16-45%)	Working at heights	Rarely (0-15%)	Repetitive hand work	Frequently (46-100%)
Sitting	Frequently (46-100%)	Walking	Rarely (0-15%)	Heavy lifting(>15kg)	Rarely (0-15%)
Driving	Rarely (0-15%)	Bending	Rarely (0-15%)		

### Use of Office Equipment

Telephone	Frequently (46-100%)	Printer / photocopier	Rarely (0-15%)
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Laptop / Desktop	Frequently (46-100%)	Telephone headset	Frequently (46-100%)
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## Child Safety

The City of Whittlesea is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

The City of Whittlesea’s policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

## Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (“the Act”) to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.

<b><i>I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.</i></b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	