

## **Position Description**

**Vacancy:** Policy Officer

**Reporting to:** General Manager - Supply Chain

### **Reporting structure:**

- Chairman
- Board
- CEO
- General Manager
- Direct report: N/A

**Core hours:** 8.30am – 5pm

**Location:** Canberra

### **Other benefits:**

- Laptop computer for work-related use
- Mobile phone reimbursement (up to \$55 per month)
- Car parking at Canberra Airport office
- Professional development opportunities
- Flexible work arrangements

**Location:** Canberra

### **Background:**

Rail is at the heart of more liveable cities and connected regions. The Australasian Railway Association (ARA) champions the benefits the industry delivers and works with our members to support greater use of safe, sustainable, and efficient rail services.

We are the peak body for the rail sector in Australia and New Zealand, and advocate on behalf of over 200 member organisations across the rail industry.

Our members include every aspect of the rail industry, including:

- The passenger and freight operators that keep essential rail services moving
- The track owners, managers and contractors that deliver a safe and efficient rail infrastructure network
- The suppliers, manufacturers and consultants that drive innovation, productivity, and efficiency in the rail industry

Our significant program of work is focused on supporting a strong advocacy agenda, and creating opportunities for the rail industry to network, collaborate and share information, and to maximise the benefits for our industry.

The Policy Officer is responsible for contributing towards the achievement of ARA's key policy and advocacy objectives through the development of research and policy, facilitating key initiatives and effective stakeholder engagement.

This position will provide the suitable candidate an opportunity to build knowledge and capability; to shape policy development and support strategy implementation to deliver meaningful change in the Australasian rail industry members.

The position will work directly with the General Manager Supply Chain and the General Manager Rail Freight and Heavy Haul to support the delivery of the substantial agenda to deliver improved efficiencies for the rail freight and heavy haul sector and rail supply chain in Australia and New Zealand.

### **Role requirements**

- Prepare correspondence, research papers, briefing notes and other materials as required on key policy matters
- Contribute to developing ARA positions on policy matters
- Assist with the development and management of the ARA research agenda, including contributing to the development of supporting materials and progressing key recommendations arising from the research.
- Monitor policy and regulatory issues at the federal and state level of relevance to the rail industry.
- Provide analytical and research support that contributes to the ARA's strategic priority of a 'productive, safe and efficient industry'.
- Build and maintain professional relationships and connections with key industry stakeholders
- Work under general supervision to support policy development and implementation.
- Support stakeholder engagement processes
- Provide administrative support to committees and working groups
- Gather data and analyse information.
- Coordinate meetings
- Develop presentations or content for presentations

### **Personal attributes**

- Ability to establish strong working and stakeholder relationships
- Initiative and drive
- Research and analytical skills
- Excellent written and interpersonal communications skills
- Collaborative focus, with an ability to engage with multiple stakeholders to progress issues
- Can work flexibly and efficiently
- Excellent organisational skills
- Willingness to learn