

Position Description

Senior Policy Advisor

6 May 2021

Title	Senior Policy Advisor
Reports to	Manager Policy
Direct reports	Nil
Division	Regulatory Policy & Standards
Job type	Permanent
Annual base salary	\$118,565.37 per annum (excluding superannuation)
Location	Newstead QLD
Closing Date	Friday 21 May 2021 at 5.00pm AEST

Who is the National Heavy Vehicle Regulator?

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. Located in Brisbane, the NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia.

What is important to us?

At the NHVR our workplace values set the tone for our organisational culture:

- People matter
- Customer first
- We add value
- Strong partnerships

We value staff with a genuine belief in the work they do and the benefit it will bring. We aim to develop a supportive work environment which we believe will be achieved by a focus on professionalism, team work and collective values.

What do we expect of our employees?

The NHVR is seeking an individual who:

- Is committed to meet and exceed the expectations of our clients and stakeholders
- Is energised by identifying new approaches and solutions
- Is innovative in addressing day-to-day challenges
- Is supportive towards colleagues and contributes towards making their workplace an enjoyable place to be

Commitment to safety, diversity and anti-discrimination

The NHVR is committed to providing a safe, forward-thinking and tolerant work environment. Diversity within our workforce is valued as being representative of the standards, values and diversity within the community and clients we serve.

Environment

Through leadership and influence, the NHVR administers a national system that delivers consistent and streamlined regulatory services and administration to the Australian heavy vehicle road transport sector, reducing regulatory burden whilst enabling greater safety and productivity.

The Regulatory Policy & Standards Division sets regulatory strategy, policy and standards, setting desired outcomes. From this, standards are determined and subsequently delivered through operational activities to allow NHVR outcomes to be achieved. The function also undertakes assurance activities to ensure the continuous improvement of the regulatory program to enhance the safety and productivity of the Industry.

Primary Objective

Support the Manager Policy to shape and deliver legislative, strategic and policy priorities related to national heavy vehicle reform.

Key Responsibilities/Accountabilities

- Drive planning, coordination, and development of policy advice and strategic planning.
- Develop and oversee national policy and its positioning within the broader National Heavy Vehicle Regulator's strategic plan.
- Drive projects, ensuring completion within statutory, regulatory and financial obligations.
- Support enhancement of the NHVR capacity, capability, and strategic alignment through business improvement and development.
- Provide authoritative advice to support informed decision making on a range of legislative, strategic and policy matters relevant to the NHVR.
- Initiate, build and maintain networks and effective relationships with internal and external stakeholders and represent the NHVR on committees and working groups as required.
- Conduct research and analyse complex data, issues and trends. Proactively contribute to the development, implementation, evaluation and continued improvement of strategic policy and legislative frameworks.
- Prepare a range of complex policy documents, internal policy and options, reports, briefings (both written and verbal), procedural documentation, templates and other sensitive correspondence.
- Lead, liaise and consult with government agencies (federal, state and local), industry, community and other stakeholders on operational policy matters related to the NHVR.
- Take personal responsibility to deliver on agreed outcomes, model high standards of professionalism and ethical behaviour; demonstrate self-awareness and a commitment to personal development.
- Adhere to all NHVR policies and procedures to ensure compliance with NHVR internal processes.
- Comply with WH&S policies and procedures and contribute and promote a safe and healthy work environment.

Skills and Capabilities

- Demonstrated high levels of written, oral and interpersonal communication skills, including the ability to negotiate desired outcomes with internal and external stakeholders at local, state and national levels.
- Demonstrated ability to effectively plan, lead and/ or manage projects to deliver timely and effective results in a dynamic environment with competing priorities.
- Demonstrated fundamental skills in; research, analysis and problem solving evidenced by ability to frame complex issues clearly and precisely including the preparation of reports, policy documentation, briefings, procedures and guidelines.
- Ability to fulfil strategic policy functions by defining policy work required to achieve organisational goals and efficiently and effectively either completing policy work or developing work packages to facilitate outcomes from subject matter experts, project managers or external stakeholders.
- Exceptional policy and analysis skills.

- Thorough knowledge (or demonstrated ability to quickly acquire a thorough knowledge) of policy development in-line with national reform processes, government legislative and policy requirements.
- Demonstrated ability to develop and deliver strategic and operational policy in a regulatory environment.

Qualifications and Experience

Highly regarded:

- Tertiary qualifications in Law, public policy, or a related discipline
- Knowledge of or the ability to rapidly acquire knowledge of Heavy Vehicle National Law.
- Extensive experience in a policy or regulatory agency