



Australian Government

Tertiary Education Quality and Standards Agency

Candidate information pack

Senior Policy Officer



TEQSA

CANDIDATE INFORMATION PACK

Position Number:	TBA
Position Title:	Senior Policy Officer
Group / Team:	Operations and Regulatory Support / Policy and Research
Employment Type:	Ongoing, full-time
Classification:	Australian Public Service Level 6 (APS6)
Salary Range:	\$101,396 to \$111,702 per annum plus 15.4% superannuation
Location:	Melbourne or Canberra (<i>other locations may be considered</i>)
Reporting to:	Assistant Director, Policy and Research
Agency Employment Act:	<i>Public Service Act 1999</i>

About us

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education.

As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education.

TEQSA has three strategic objectives in delivering its purpose:

1. promote and support good practice and effective self-assurance across the sector
2. identify, analyse, and respond to risks to the sector
3. ensure compliance with applicable legislation through effective and efficient regulation.

About you

- Are you passionate about contributing to the excellence of Australian higher education?
- Are you a strategic thinker with a drive for innovation and collaboration?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

Our culture

Our organisational culture reflects our *Culture Plan 2023* and the core values and behaviours that guide how we approach our work and interact with each other.

The core values by which we operate include:

- **Trust** – We have confidence in each other to do our best. We encourage open and honest conversations that focus on the issue, not the person. We promote a supportive and safe workplace environment.

- **Respect** – We approach every situation with kindness, compassion, and an open mindset. We value people, the range of views and experience they bring, and the work they undertake.
- **Accountability** – We hold ourselves and each other accountable for our actions, how we work together, and the quality of what we deliver. We gather feedback, reflect, and act on opportunities for improvement.
- **Collaboration** – We draw on our collective strength by encouraging each other to contribute to the achievement of shared objectives. We provide context and information to help others succeed.

At TEQSA, we are building a working environment that aligns with our cultural values and cultivates a rewarding, stimulating, and engaging workplace. If our organisational culture resonates with you, we want to hear from you.

How we value our employees

TEQSA is committed to investing in its people. So, what's on offer for you?

- **A full-time role in a for-purpose organisation** that protects the interests of students and the reputation and standing of Australian higher education.
- **Flexible working arrangements**, including working from home to balance work and personal life.
- **Conveniently located spacious office** close to public transport in the heart of Melbourne CBD. We have relocated to a brand-new, interior-designed office with state-of-the-art technology and facilities designed for flexibility, collaboration, and wellbeing.
- **Generous leave entitlements**, including study leave to support your professional development, personal leave, and paid time off over Christmas!
- **Competitive superannuation at 15.4%** and remuneration.
- **Professional development that is supported and encouraged** so your career continues to grow as you enhance your technical and leadership skills and capabilities and build a career at TEQSA.
- **Free Employee Assistance Program for you and your immediate family members.** Our external partner is a leading provider of wellbeing and mental health support services.
- **Workplace diversity and inclusion.** TEQSA welcomes people with diverse skills, experiences, perspectives, and backgrounds. TEQSA encourages applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTQIA+, and people from culturally and linguistically diverse backgrounds.

About the position

As a **Senior Policy Officer** in the Policy and Research Team you will work under limited direction, analyse and interpret complex information to provide advice and recommendations to a range of stakeholders. You will be responsible for supporting the delivery of policy, research, and educational projects. You will also support TEQSA in identifying and understanding issues and emerging risks impacting the sector, as well as planning and implementing projects and initiatives to address these issues.

Duties

The core duties of the **Senior Policy Officer** include:

- leading the development and implementation of strategic projects and initiatives to enhance TEQSA's regulatory capability and improving guidance to and support for, the higher education sector relating to compliance with the ESOS and TEQSA frameworks
- undertaking complex research and where required, coordinating responses from internal and external stakeholders to identify and report on issues impacting TEQSA and the higher education sector, as well as evaluating and recommending strategies to address these issues
- drafting high quality and concise advice briefs, presentations, and reports for a range of audiences to facilitate effective, timely communications with stakeholders and enable effective internal reporting and decision making
- liaising and consulting with internal and external stakeholders to foster positive, collegial, and effective working relationships as well as facilitating knowledge sharing
- contributing to the ongoing achievement of the Policy and Research Team's corporate and business planning objectives
- working effectively and collaboratively in a team, managing competing priorities and requests while maintaining accuracy and attention to detail, solving problems, and providing advice, training and support to others as required.

Our ideal candidate

TEQSA is looking for a high-performing team member who is passionate about contributing to the excellence of Australian higher education. **Our ideal candidate** will have:

- high level spoken and written communication skills, including the ability to prepare high quality, concise advice, briefs, presentations, and reports for a range of stakeholders and senior leaders
- demonstrated capability to plan and lead strategic projects and initiatives which are informed by complex research and aligned with organisational objectives
- demonstrated ability to think critically with excellent analytical, conceptual, research and personal management skills to provide evidence-based high-level advice
- strong organisational skills and the ability to manage competing deadlines, whilst maintaining accuracy and attention to detail in the delivery of reports and projects
- knowledge of, or the ability to develop and understanding of, relevant legislative, financial,

and administrative compliance frameworks, government decision-making processes and agency guidelines and regulations.

Qualifications and experience

- A relevant tertiary qualification(s) and/or relevant experience in the higher education sector or government.

How to apply

Your application must include the following items:

- [TEQSA Job Application Cover Sheet](#)
- a current resume (maximum two pages)
- a two-page cover letter (pitch) (maximum 1,000 words) detailing how your skills and experience address our ideal candidate section (i.e. what makes you the best candidate for the position), and the value you can add to TEQSA.

Once prepared, please submit your completed application to recruitment@teqsa.gov.au.

Handy hints

- ✓ Your pitch should be succinct and showcase your skills, knowledge, experience, and qualifications.
- ✓ For assistance with preparing your response, you may wish to refer to [Australian Public Service Work Level Standards](#) relevant to the APS6 classification level and [Cracking the Code](#).

Eligibility

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an [Australian Government Security Vetting Agency \(AGSVA\)](#) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Other relevant information

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact recruitment on 03 8306 2485 or email recruitment@teqsa.gov.au

The image features a diagonal split background with orange in the top right and dark blue in the bottom left. The text 'TEQSA' is in a large, bold, white sans-serif font, with 'teqsa.gov.au' in a smaller, white sans-serif font directly below it.

TEQSA
teqsa.gov.au