



Australian Government

Tertiary Education Quality and Standards Agency

Candidate information pack

Assistant Director, Policy and Research



TEQSA

CANDIDATE INFORMATION PACK

Position Number:	19344
Position Title:	Assistant Director, Policy and Research
Group / Team:	Operations and Regulatory Support / Policy and Research
Employment Type:	Ongoing, full-time
Classification:	Executive Level 1 (EL1)
Salary Range:	\$124,681 to \$137,803 per annum plus 15.4% superannuation
Location:	Melbourne or Canberra (<i>other locations may be considered</i>)
Reporting to:	Director Policy, Research and Integrity
Agency Employment Act:	<i>Public Service Act 1999</i>

Summary

- Develop your leadership skills and build a long-term career.
- High degree of ownership to make the role your own, supportive, and friendly team.
- Professional development, training, and progression opportunities.

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 and secure 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

The **Assistant Director, Policy and Research** will work under broad direction and draw on significant policy, research and/or higher education experience to support TEQSA effectively deliver its regulatory functions. They will perform a strategic role and be responsible for leading a team undertaking data and information collection and analysis, preparation of briefs and reports, and leading research and policy projects. They will need to collaborate widely with internal and external stakeholders to deliver quality outcomes.

The **Assistant Director, Policy and Research** will also lead TEQSA's submissions to government consultations, and the research and drafting of guidance to the sector in relation to the Education Services for Overseas Students (ESOS) and TEQSA legislative frameworks.

Duties

The Assistant Director, Policy and Research will be required to:

- lead, coordinate and monitor implementation of Policy and Research projects, coordinate and prepare plans and strategies, set, and monitor budget controls
- facilitate interpretation of emerging policy and ensure this informs TEQSA's regulatory functions and business improvement strategies
- work collaboratively across TEQSA to ensure guidance to providers reflects regulatory expectations and operational practices
- coordinate and provide expert advice on TEQSA's use of regulatory data to inform risk-based policy and practice
- build team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance
- develop and maintain strong relationships with internal and external stakeholders, including other government bodies, peak body associations, providers, external experts, and professional accreditation bodies and represent the Agency in established relationships and networks
- proactively perform high-quality research and analysis on key sector and risk topics to improve understanding, using results to inform the preparation of reports and briefs on relevant program activities and/or project milestones for key stakeholders
- report on project/program deliverables and outcomes and present updates to internal and external stakeholders, including the CEO and Commissioners
- liaise and consult with other teams across TEQSA, other agencies and external stakeholders to influence and facilitate cross-agency or multi-agency planning of program delivery
- evaluate a range of consultation papers and prepare high-quality submissions on behalf of TEQSA and lead the review and development of critical TEQSA resources, ensuring relevant consultation and an evidence-based approach occurs at all times
- perform other duties as directed.

Our ideal candidate

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

- an ability to think critically, synthesise and analyse complex data and information, and develop quality evidence-based advice
- highly developed verbal and written communication skills, including preparing, reviewing, and delivering high-quality advice, reports, presentations and briefs for stakeholders and senior leaders
- an ability to develop a detailed understanding of the higher education sector within a regulatory context, including sector trends and sector risk
- highly developed skills in stakeholder management and the ability to build influential and cooperative relationships, both internally and externally
- strong project management skills, including resolving complex issues and managing risks in the delivery of outcomes
- strong people management and leadership skills, including co-ordinating, managing, and directing team members, and supporting the development of staff.

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 the '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 Executive Level 1 (EL1) 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, white, sans-serif font, with 'teqsa.gov.au' in a smaller, white, sans-serif font directly below it.

TEQSA
teqsa.gov.au