

POSITION TITLE	Senior Advisor, Knowledge Exchange & Partnerships
POSITION TERM	Continuing
FUNCTION / DEPARTMENT	Academic and Global Engagement
ANZSOG CAPABILITY	Capability Level 3
REPORTING MANAGER	Director, Knowledge Exchange & Partnerships
No. DIRECT REPORTS	0
LOCATION	Offices in Melbourne, Sydney and Canberra
APPROVED BY	Deputy Dean, Academic
APPROVAL DATE	October 2025

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the School brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

ABOUT THE POSITION

The Senior Advisor, Knowledge Exchange & Partnerships plays a key operational and relationship management role in supporting and enriching ANZSOG's knowledge exchange activities. Reporting to the Director, Knowledge Exchange & Partnerships, the role contributes to the development and implementation of initiatives that strengthen ANZSOG's impact at the centre of knowledge exchange ecosystems.

Working collaboratively across ANZSOG teams, the Senior Advisor supports the delivery of strategic projects, focusing on ANZSOG's Academic Fellows program which consists of a Resident Fellows and Visiting Fellows stream. The role manages relationships with Academic Fellows to ensure effective coordination of their activities and initiatives aligned with ANZSOG Strategy 2030.

Beyond this signature initiative, the Senior Advisor also supports the design and implementation of ANZSOG's other knowledge exchange activities and initiatives. This may include working closely with individual academics, researchers and knowledge mobilisers (e.g. impact officers, university impact leads, policy managers) as well as key stakeholders such as higher education institutions, knowledge mobilising organisations, policy-focused intermediaries (e.g. learned societies, professional associations, think tanks) and other organisations that focus on research and policy engagement.

ROLE-LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Operational Leadership:** Manage team operations aligned with strategic goals.
- **Team Development:** Support staff development and performance.
- **Project Oversight:** Lead complex projects and initiatives.
- **Stakeholder Engagement:** Build and maintain internal and external relationships.
- **Resource Management:** Monitor budgets and resource allocation

KEY FUNCTIONAL ACCOUNTABILITIES

Knowledge Exchange

- In close coordination with the Director, Knowledge Exchange & Partnerships, coordinate and support the implementation of ANZSOG's knowledge exchange initiatives in accordance with a multi-year plan of activities.

Academic Fellows Program

- In close coordination with the Deputy Dean, Academic and Director Knowledge Exchange & Partnerships, manage ANZSOG's Academic Fellows processes, including planning and preparation for application processes, advertising the call for applicants, providing governance for the committee selection of Fellows, coordinating Fellows' activities, ensuring the finalization of Fellows' outputs, communicating the importance, relevance and value of the Fellows scheme internally and externally, and having processes in place that maintain an ongoing relationship and connection to Fellows well beyond the term of their Fellowship.
- Coordinate whole of School engagement and the active participation of Academic Fellows across ANZSOG's suite of learning programs, research translation and thought leadership activities, including coordinating online Masterclasses and other events that engage the Fellows with ANZSOG and its audiences.
- Lead implementation of systems and processes to monitor, measure and evaluate the impact of ANZSOG's academic engagement initiatives, including its Academic Fellows program.
- In collaboration with the Director Knowledge Exchange & Partnerships, actively support the strategic development of the Academic Fellows program; and, over time, ANZSOG's additional academic engagement initiatives.

Strategic Partnership Support

- Support the Deputy Dean, Academic and the Director, Knowledge Exchange & Partnerships to deliver exceptional strategic partnership outcomes with key knowledge exchange partners, including university members and the higher education sector.
- Assist in developing and managing relationships with knowledge exchange and university partners, including scheduling meetings, preparing briefing materials, and tracking partnership deliverables.
- Support the development of new partnership opportunities within the remit of knowledge exchange through research, stakeholder mapping, and coordination of outreach activities.

Program and Project Support

- Manage communication with the Academic Fellows, including selection, contract, and program communications.
- In collaboration with the Faculty Experience Manager, onboard academic talent from the Academic Fellows scheme.
- Monitor contracts and financing with ANZSOG procurement and finance teams.
- Project manage the Fellows activities and coordinate other knowledge exchange initiatives to support their integration across the organisation, including internal liaison with ANZSOG teams, and preparation, planning and delivery, timelines, budgets, and reporting.
- Maintain databases and project systems to track the impact of ANZSOG's knowledge exchange activities, including its relationships, contributions, and outcomes.

Communications and Advocacy

- In collaboration with the Strategic Communications Manager, ensure that Academic Fellows and other knowledge exchange partners are supported in the delivery of agreed research translation outputs that achieve impact in the public sector and amongst our government members and university partners.
- In collaboration with the Brand, Marketing and Communications team, draft communications and briefing materials to promote knowledge exchange activities and initiatives internally and externally including the Academic Fellows program.
- In collaboration with the Manager, Thought Leadership, ensure that knowledge exchange partners and Academic Fellows are supported in the delivery of thought leadership opportunities that achieve impact in the public sector and amongst our government owners and university members.
- Support the Director, Knowledge Exchange & Partnerships in preparing presentations and reports for internal and external stakeholders.

Additional role-related information

- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which taking of leave may be restricted.
- Interstate or international travel may be required.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Experience building and maintaining strong stakeholder relationships preferably in the public sector, higher education or organisations that belong to knowledge mobilisation ecosystems.
- Experience working and delivering in partnership with others, including managing and influencing multiple stakeholders and senior academic Faculty to deliver exceptional outcomes.
- Excellent negotiation skills to manage and oversee programs (preferably including senior academic Faculty and with experience in working with knowledge mobilising organisations and policy-focused intermediaries).
- Experience in evaluating knowledge exchange programs, complex stakeholder management and partnership coordination to drive continuous improvement.
- Strong organisational and project management skills, with attention to detail and ability to manage competing priorities.
- Demonstrated understanding of the knowledge mobilisation ecosystem and higher education sector in Australia and Aotearoa New Zealand, particularly in public governance disciplines.
- Excellent interpersonal and communication skills, including the ability to work collaboratively across teams and with external stakeholders.
- Commitment to ANZSOG's values of Excellence, Collaboration, Integrity and Respect.

ANZSOG VALUES

ANZSOG is a values-based organisation. This means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community. As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.