
ENGAGEMENT COORDINATOR, NATIONAL REGULATORS COMMUNITY OF PRACTICE (NRCOP)

Position description

Context

ANZSOG is recognised globally as a leading provider of executive-level education for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by academics from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au/>

About the National Regulators Community of Practice (NRCoP)

The NRCoP is an active network of public sector regulators from all levels of government in Australia and New Zealand and from every regulatory sector, professional background, role and level of seniority, who are keen to learn from and with each other.

Its objectives are to support participants and agencies to become more professional and capable regulators and to promote the public value and importance of regulation as a key task of government and thereby, to deliver better citizen outcomes.

The NRCoP currently has more than 5000 members and offers a range of online learning events (plus face to face seminars when restrictions end), dedicated webpages on the ANZSOG website with recordings and resources from previous events, a LinkedIn group, a Regulation Policy and Program resource collection and monthly newsletter in partnership with the free Analysis and Policy Observatory (APO) site, and active stat-based chapters. Its forward agenda includes the possibility of an Australian equivalent to the professionalisation and accreditation of regulatory education already implemented in New Zealand.

The NRCoP is auspiced by ANZSOG and overseen by a volunteer National Steering Committee. Since 1 July 2020 it has moved to a corporate membership model and is financially supported by close to 80 government departments and regulatory agencies across Australia.

Position Statement

This role is part of the NRCoP Team responsible for the delivery of the NRCoP 3-Year Strategic Plan. The NRCoP Engagement Coordinator will support and advance a range of innovative activities designed to engage and connect regulatory practitioners and support ANZSOG's owner governments solve a range of contemporary, complex and challenging issues in regulation.

The NRCoP Engagement Coordinator is responsible for contributing to the design and delivery of an ambitious program of national and local events, including a bi-annual conference and speaking tour. The role will play a leading role in supporting our corporate members, community of practice participants, regulatory academics and volunteer presenters, including through the preparation of communication materials and contributing to a relevant, up to date, informative and engaging social media presence for the NRCoP.

This role works in close collaboration with other parts of the School, including in particular the Program Delivery and Marketing and Communication Teams, to ensure the achievement of the NRCoP and ANZSOG organisational objectives.

Key Responsibilities

- Contribute to the design and delivery of the national program of online and hybrid NRCoP events
- Contribute to the design and delivery of the bi-annual national NRCoP conference and bi-annual national speaking tour
- Serve as the primary NRCoP team contact for members and event volunteers before, during and after the delivery of national online/hybrid events working in close collaboration with program delivery and marketing and communication teams.
- Serve as the primary NRCoP team contact for members and event volunteers before, during and after the delivery of the bi-annual national NRCoP conference and bi-annual national speaking tour, working in close collaboration with program delivery and marketing and communication teams.
- Work closely with NRCoP chapter committees before, during and after the delivery of all local events providing support as required in the design and delivery of events
- Contribute to NRCoP social media platforms and the regulators' webpages on the ANZSOG website in collaboration with marketing and communications team, ensuring all information is engaging, accurate and up to date
- Support the dissemination of all event-related resources on the NRCoP website, including editing webinar recordings, and uploading relevant resources
- Provide support and draft content for the fortnightly Regulators Email and the fortnightly Australian Policy Online (APO) Newsletter
- Support the design, preparation and administration of an annual survey of NRCoP participants, including creating reports for a range of different audiences
- Manage the NRCoP stakeholder database including the annual corporate membership renewal process
- Manage the Regulators email inbox and ensure that all messages and inquiries from the 6,500+ NRCoP members are dealt with courteously and efficiently
- Perform other duties as required, including some general administrative and organisational activities in support of the NRCoP and ANZSOG organisational objectives.
- Manage self in line with ANZSOG values including showing respect for all team members, ANZSOG peers and colleagues and external stakeholders such as faculty and participants

Selection Criteria

Essential

- Minimum of 3 years related professional experience in stakeholder engagement, education program planning and delivery or event management
- Demonstrated understanding of how government works and the importance of building the professional capability of the public sector
- Demonstrated ability to form trusting and constructive relationships with a wide variety of stakeholders and to deliver on commitments made to them.
- Strong oral and written communication and interpersonal skills
- Strong organisational and time management skills including working across multiple tasks concurrently and competing deadlines whilst maintaining strong attention to detail
- A team player with a strong customer service focus and the ability to work independently and flexibly

Desirable

- A relevant tertiary qualification (such as bachelor's degree)
- Experience working in a regulatory agency and knowledge of regulation

Other job 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 travel may be required when restrictions are lifted.

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, and we encourage job applications from Aboriginal & Torres Strait Island and Maori people, and people with disabilities.