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# ADVISOR, CUSTOM EDUCATION

## Position description

### Context

The Australia and New Zealand School of Government (ANZSOG) is recognised globally as a leading provider of executive 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 institutions and senior officials from among ANZSOG's 10 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 emerging issues in public administration, policy development and management.
- 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 our government owners. Further information on ANZSOG is available at <https://www.anzsog.edu.au/>.

### Position statement

The Advisor, Custom Education, is responsible for supporting the design and delivery of ANZSOG's portfolio of custom education programs. This role works closely with clients, academic and practitioner faculty, and our professional program delivery team, to develop executive education programs customised to our clients' priorities and contexts.

Reporting to the Senior Advisor, Custom Education, the advisor is a highly capable collaborator with the ability to manage a range of communication, administrative, finance, and client management activities to support education engagements from commissioning through to completion.

### Responsibilities

Responsibilities of the Advisor, Custom Education include:

- Support the project management of custom education engagements with government clients from commissioning through to completion.
- Support the development of trusted, mutually valued partnerships with government clients across a range of domestic and international jurisdictions.
- Work with colleagues from internal business teams such as education delivery, finance, and procurement to ensure the successful delivery of programs within approved timeframes and budget parameters, and in accordance with contractual obligations and organisational policies and guidelines.
- Support the establishment, maintenance and improvement of organisational processes and systems.
- Contribute to the development of ANZSOG's network of partnerships with allied organisations to strengthen capacity and respond to a range of client needs.
- Build productive relationships with ANZSOG faculty and engage new faculty to meet demand.

- Undertake and interpret research and insights to understand public administration priorities and capability needs to inform the development of ANZSOG programs.

Other duties as may be assigned to you from time to time. This may include undertaking different work across ANZSOG teams during peak periods.

## **Selection criteria**

### *Mandatory*

- Experience in the design and implementation of consulting projects or education programs.
- Demonstrated ability to develop productive working relationships with internal colleagues.
- Excellent interpersonal skills and service orientation to work effectively with stakeholders and clients.
- Commercially astute, adept at managing budgets, working with contracts, working in accordance with organisational policies and guidelines, and managing risks.

### *Desirable*

- Experience working with, and within, government and/or universities.
- Experience working on Aboriginal and Torres Strait Islander and/or Māori policy.
- Qualifications in disciplines relevant to education and/or public administration.

## **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 or international travel may be required.
- Ensure you understand, and adhere to, ANZSOG policies and procedures.

## **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 roles can be worked flexibly. We encourage applications from First Nations people and people with disabilities.