

## Position description

<b>Position title</b>	Associate Director - GSR (Departmental and Knowledge Sharing)	<b>Location</b>	Canberra  (not negotiable)
<b>Function</b>	Government and Stakeholder Relations (GSR)	<b>Reports to</b>	Head of Government and Stakeholder Relations
<b>Purpose and scope</b>			
<p>The purpose of this role is to strengthen relationships between the CEFC and the Australian Government and to facilitate outreach to important external stakeholders, and assist the CEFC in delivery of the Australian Government's policy agenda including the Grid Reliability Fund, and the Technology Investment Roadmap.</p> <p>The role will lead departmental and knowledge sharing for the team, reporting to the Head GSR while working collaboratively with colleagues leading ministerial stakeholder relationships and the parliamentary &amp; states stakeholder relationships. It is a key position given the importance of the CEFC's relationship with the Government and our external brand image in enabling CEFC's strategy and business objectives. As the role is outposted to the DISER offices in Canberra, the role will have a nominated supervisor from the Department to deal with practical personnel management on site.</p> <p>The role requires excellent analytic skills, a commitment to learning, sound knowledge of the finance, energy and climate sectors, deep knowledge of Government policy, systems and processes as well as the make-up of Canberra's industry associations and other peak bodies. It also requires expert written and verbal communication skills as well as the ability to exercise influence with diplomacy and tact. The role must also possess the skills to develop and implement an effective knowledge sharing strategy and plan.</p>			
<b>Key relationships</b>			
<b>Internal</b>	Head GSR and GSR Team; CEO, EA to CEO and CEFC Executives; Investment Team; Clean Futures Team, Innovation Fund Team; Marketing and Communications Team; Portfolio Management Team.		
<b>External</b>	DISER, Department of Finance and portfolio agencies; other Departments and agencies, Key industry associations and peak bodies.		
<b>Duties and responsibilities</b>			
<p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>○ <b>Lead the GSR team in the CEFC's Departmental relationships</b>, with a specific focus on DISER as the CEFC's portfolio Department and DoF as the portfolio Department for the Finance Minister. <ul style="list-style-type: none"> <li>○ Represent the CEFC at Departmental meetings in Canberra and report back to the CEFC business.</li> <li>○ Report up important CEFC information proactively to Government and answer Government information requests responsively.</li> <li>○ Raise the profile of the CEFC across the parts of Government that we work with, to ensure the CEFC is informed of opportunities to play a direct or complementary financing role in the delivery of Government policies and programs.</li> </ul> </li> </ul>			

- **Lead the GSR team in developing the Knowledge Sharing practice and conduct direct outreach to relevant sectoral peaks on the CEFC's behalf.**
  - Represent the CEFC at sectoral peak meetings in Canberra and elsewhere and report back to the CEFC business, and identify opportunities to disseminate CEFC learning to industry association membership.
- **Lead the CEFC's liaison with and representation to the ACT and Victorian Governments.**
  - Represent the CEFC at ACT and Victorian meetings in and report back to the CEFC business, including developing opportunities that can enter into the CEFC's investment pipeline.
- **Work collaboratively across the GSR team and the broader CEFC** (especially our Marcomms, Investment, Clean Futures and Innovation Fund, and Sustainability Teams) to ensure:
  - There are no gaps and no surprises in servicing our Portfolio Minister.
  - Our messaging for the Departments and Peak Bodies is targeted and appropriate.
- **Enhance stakeholder processes and technology**
  - Leverage technology and workarounds to maximise reach and optimise the capacity and efforts of the GSR team.
  - Review stakeholder management systems, procedures and processes to make improvements to maximise efficiency and efficacy across the CEFC.

### Key skills, knowledge, experience, and qualifications

#### Personal Skills:

- Self-motivated with an ability to work effectively remotely and independently from colleagues, physically separate from the rest of the CEFC, working out of the Department's offices in Canberra.
- Ethically sound judgment and personal integrity (consistent CEFC's values and mission).
- Strong analytical thinking including an ability to accurately recall information and rapidly get across a brief and distil the key issues.
- Resilience and ability to work effectively in high pressure situations; able to triage issues while remaining calm in the face of tight deadlines; ability to deal effectively with a high level of external scrutiny in public forums e.g. industry forums.
- Strong oral, written and presentational communication skills. Able to translate complex subject matter into key points suitable for a non-technical audience, and to identify important points for succinct reporting for various target audiences.
- Excellent relationship building and influencing skills in engaging and managing internal and external stakeholders.
- Political 'nous' and diplomacy, and an ability to judge when to escalate or reserve opinion for any issues beyond the role's remit e.g. to the CEFC CEO, Executive, Head GSR etc.
- Researching skills and ability to produce a broad range of reports, briefing materials, correspondence and policies to a professional standard.
- Ability to write and gain internal approval for strategies and plans in addition to strong project/process planning and execution.
- Understanding of market segmentation, and ability to use communications technology to disseminate information to targeted sectors.
- A base level understanding of finances, financing and financial terms, as well as common energy, climate and carbon terminology.

#### Qualifications/experience:

- AGSVA Security Clearance to at least baseline level and Australian Citizenship are mandatory requirements.
- A Bachelor-level tertiary qualification at minimum in business-related or government related discipline (Humanities, Law, Politics, Economics, Finance, Business or equivalent).

- 8+ years' minimum experience in a Federal government context or 5 years' + relevant experience working in a Minister's Office, communications role and/or in a relevant industry association may be viewed favourably.
- Connections into the Department of Industry, Science, Energy and Resources and evidence of substantial relationships in Canberra will be highly regarded.
- Comprehensive understanding and experience of Government processes, policy-making and politics.
- Broad and deep understanding of major issues at the interface of climate, finance, and energy.
- Sound understanding and strong alignment with the operating environment of a Corporate Commonwealth entity and the mission of the CEFC.