Position Description

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Associate Director – Policy & Research

Agency	Infrastructure Australia
Division/Branch/Unit	Policy and Research
Location	Sydney
Date of Approval	November 2023
Agency Website	https://www.infrastructureaustralia.gov.au/

Agency overview

Infrastructure Australia is an independent statutory body with a mandate to prioritise and advise on nationally significant infrastructure.

Infrastructure Australia provides independent research and high quality advice to all levels of government, as well as investors and owners of infrastructure, on Australia's requirements for nationally significant infrastructure.

The general functions of Infrastructure Australia are detailed in the *Infrastructure Australia Act 2008*.

Team overview

The Policy and Research team identifies challenges and opportunities facing the infrastructure sector and promotes best practice and innovation through policy advice and non-build solutions.

The team's analysis informs Infrastructure Australia's investment advice, supports decision-making by governments at all levels, as well as informing industry and the community.

Infrastructure Australia develops:

- 15-year Australian Infrastructure Audits (the Audit), needs assessments for Australia's infrastructure sector
- 15-year Australian Infrastructure Plans (the Plan), policy responses to the challenges and opportunities identified in the Audit
- Annual reports on Infrastructure Market Capacity for the First Secretaries Group of National Cabinet
- As well as promoting and developing public awareness of the infrastructure sector, including through the sharing of data.

Primary purpose of the role

The Associate Director – Policy & Research is responsible for leading design and delivery of high-quality policy and technical analysis (according to the position holder's skillset) on nationally significant infrastructure issues, drawing on a variety of quantitative and qualitative data sources to develop new data-enabled capabilities and policy insights that provide a strong foundation for Infrastructure Australia's policy advice and recommendations.

The role will contribute to the development and delivery of the next Australian Infrastructure Audit, by:

- Leading a structured content analysis of State and Territory infrastructure plans, including desktop review, data capture and categorisation, and analysis to develop national insights on infrastructure needs, gaps and priorities across transport, water, energy and telecommunications.

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- Leading and supporting design and agile delivery of Audit projects - conducting data-driven policy and technical analysis (e.g. economic, statistical and/or other data analysis) on national infrastructure challenges, to identify trends, patterns and relationships in data to inform policy insights and advice on key issues and gaps within and across infrastructure sectors and outcomes.
- Collaborating with managers and colleagues in Policy & Research, Digital & Data and other teams across Infrastructure Australia to design new Audit projects, integrate data, develop new digital capabilities based on analysis, and develop online data products to communicate insights with impact using a range of tools (such as geographic information tool to communicate spatial data in interactive maps).

The position provides development of substantive analysis supported by qualitative and quantitative data, stakeholder engagement and work from external providers, as well as policy drafting and advice as required.

Key Responsibilities

- Conduct and manage data discovery, sourcing, collection, manipulation, integration, analysis and interpretation of multiple and cross-sectoral public and other data sources
- Develop key insights and inform robust conclusions on infrastructure outcomes and performance, identify key data gaps and limitations, and develop or support iterative improvements to data and analysis.
- Identify and apply best practice analytical tools, methodologies and problem-solving skills for analysing, measuring, modelling and comparing data and delivering robust evidence as a basis for policy advice
- Lead and support the management and reporting of projects and tasks as part of the organisation's wider agile project management framework and ways of working
- Practice cross-functional collaboration in contributing to the development and agile delivery of Audit projects and the wider priorities and activities of Infrastructure Australia.
- Work in collaboration with the Digital & Data team to integrate data into Infrastructure Australia's digital systems and enable the ongoing maintenance of analytical capabilities and visually display data sets using multiple platforms, including digital dashboards and Geographic Information System (GIS), for use on Infrastructure Australia's website and in other communications tools (such as presentations and reports)

Essential Requirements

- Demonstrable experience in comparable policy development, analysis or research positions
- Tertiary qualifications in a relevant technical discipline, such as data science, applied data analytics, economics, mathematics or statistics
- Advanced capability in relevant data and statistical analysis, such as economic, statistical or geospatial data analysis and modelling skills
- Experience in data management, analysis, modelling and/or visual representation of data, and associated methodologies, data management and analytical tools, and visualization platforms
- Comprehension of infrastructure sectors and related policy issues
- Demonstrated ability to collaborate across functions to achieve shared goals
- Ability to role model and promote values of independence, collaboration, respect, making a difference and continuous improvement.
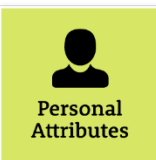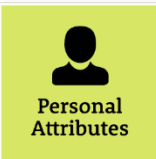
Desirable Requirements

- Specific experience of infrastructure policy and research (e.g., in a government agency or consulting environment)
- Previous experience of work in the infrastructure sector or on issues associated with transport, water, energy and telecommunications infrastructure in Australia.
- Demonstrated understanding of the policy development process and the workings of Australian governments

Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.

Key relationships

Who	Why
Internal	
Director – Policy & Research	• Overall responsibilities for development of the Australian Infrastructure Audit, and leads, directs and oversees Audit projects and workstreams • Manages the Manager - Audit.
Associate Director(s) – Policy & Research	• Lead and contribute to Audit projects and other Policy & Research workstreams and work closely with the Manager – Audit
Policy and Research Team	• Work closely with the Manager - Audit. Led by the Chief of Policy and Research.
Digital & Data Team	• Digital & Data team provide specialist technical support to the Audit, including on data integration and management in line with organization-wide systems and strategies, and development of digital tools and products based on analysis and capabilities developed for the Audit

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Personal Attributes	**Displays Self Awareness** Manages thoughts, emotions and desires. Understands how emotions and behaviour can affect others and acts accordingly. Actively listens to understand others' thoughts, feelings and concerns	• Demonstrates high levels of self-awareness and maintains self-control in difficult situations • Demonstrates calmness and confidence in high pressured or stressful situations. • Checks his or her understanding of the other person's perspective and experience before responding. • Remains poised, calm and rational in debates	**Adept**
Personal Attributes	**Acts ethically and with Integrity** Is ethical and professional. Behaves consistently with honesty and integrity.	• Consistently demonstrates and role models high personal standards of ethical judgment • Consistently applies Infrastructure Australia's policies and standards • Promotes a culture of integrity and professionalism within the organization and externally • Monitors ethical practices, standards and systems and reinforces their use	**Adept**
Personal Attributes	**Demonstrates Accountability** Demonstrates accountability for the achievement of results through efficient resource allocation and commitment to quality outcomes	• Takes responsibility for delivering on planned outcomes and communicating them to the team • Identifies resource needs and ensures goals are achieved within budget and deadlines • Adapts to changing priorities while still achieving planned outcomes	**Competent**

		• Uses own expertise and seeks the expertise of others to achieve planned outcomes	
Relationships	**Influences and Negotiates** Negotiates and influences persuasively to gain support for courses of action that benefit the team	• Influences using a considered approach and persuasive counter-arguments • Is able to understand and resolve complex conflicts encouraging participants to work towards mutually beneficial outcomes • Presents issues persuasively and negotiates through reasoned argument to achieve consensus without putting people offside. • Influences direct reports and co-workers to try new or different approaches, and improve performance or productivity	**Adept**
Relationships	**Engages with Stakeholders** Actively seeks to build and maintain relationships with clients, colleagues and stakeholders ensuring customer satisfaction and stakeholder engagement	• Fosters team cooperation, builds trust among team members and creates commitment to team goals. • Promotes, maintains and enhances relationships with stakeholders. • Understands how decisions impact stakeholders and communicates with stakeholders to keep them informed. • Develops informal and formal networks of relationships and communication.	**Adept**
Relationships	**Communicates Effectively** Communicates clearly using the most appropriate method, actively listens, and works to understand diverse viewpoints and responds respectfully	• Effectively and regularly communicates issues that are critical to the team. • Translates technical and complex information for a variety of audiences • Speaks clearly, fluently and in a compelling manner to both individuals and groups. • Writes fluently in a variety of styles and formats for varied audiences	**Adept**
Relationships	**Works Collaboratively** Demonstrates the ability to work collaboratively and values the contribution of others	• Builds a culture of collaboration based on respect and understanding across Infrastructure Australia • Recognises outcomes which resulted from collaboration and individual contributions • Builds cooperation and overcomes resistance to information sharing and collaboration across Infrastructure Australia and externally • Identifies opportunities to engage and collaborate with external stakeholders developing joint solutions	**Adept**
Results	**Effectively solves problems** Handles situations and problems with innovation and creativity. Applies own expertise effectively	• Determines important parameters or issues to take into account when solving problems. • Considers the implications of a wide range of complex issues and adapts problem solving approach as necessary	**Adept**

		• Focuses attention on treating the causes of problems rather than simply addressing the symptoms. • Considers external and internal environmental factors when providing advice and solutions to problems	
Results	**Delivers Results & Project Management** Plans ahead and works in a systematic and organised way. Achieves results and displays a commitment to quality outcomes	• Drives a culture of achievement and acknowledges the input of others • Implements and monitors actions to ensure compliance with policies, processes and regulations. • Sets high expectations for performance and performance improvement. • Seeks out and applies the expertise of colleagues to achieve Infrastructure Australia objectives	**Adept**
Results	**Uses information and seeks opportunities** Analyses and interprets information, gives appropriate consideration to options and makes decisions based on relevant data and information. Gets to the heart of complex problems and issues	• Effectively uses a variety of problem-solving and analytical approaches to address challenges. • Provides analysis of policy and strategic issues. • Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints • Looks for recent developments that may impact on own business area and adopts best practice approaches	**Adept**
People Management	**Manage and Develop People** Engages and motivates people, developing their potential and capabilities	• Encourages and supports others to grow, develop and achieve success through coaching and mentoring. • Plans, organises and oversees the work of individuals and work flow. • Effective in coaching and developing others to work to their strengths and feel valued. • Coaches and mentors people to achieve high performance and excellence. • Meets regularly with team members and coaches them to plan their work and set and achieve goals.	**Adept**