



Position Description

Position Title:	Assistant Director, Government Relations
Classification:	EL1
Position Number:	TBC
Branch/Group:	Office of the COO
Location:	Melbourne
Reports to:	Director, Government Relations
Clearance Required:	Police Check - applicable to all new starters

About the branch

The Office of the Chief Operating Officer (COO) supports our COO overseeing the day-to-day operations of ARENA to ensure that we meet our business objectives and deliver value for our stakeholders.

The team is committed to excellence in all that we do, and we strive to maintain a high level of performance across the organisation. We work to streamline processes, increase efficiency, and drive innovation. We believe that open communication and collaboration are key to our success, and we encourage all workers to share their ideas and suggestions for improving our operations. We are committed to creating a positive work environment where employees feel valued, supported, and empowered.

In the Office of the COO, we are responsible for:

- Responsive, efficient and effective engagement in managing ARENA'S operations.
- Management of ARENA's risk and assurance function and support of internal audit program and audit committee.
- Support to the delivery of cross-cutting projects by providing assistance for project initiation, planning and reporting to senior management.
- Provision of Secretariat services for the smooth running of various internal/external committees.
- Developing and maintaining strong and effective working relationships with key internal and external stakeholders, including our portfolio Department and other Commonwealth Departments and Agencies, including our coordination input responsibilities.
- Coordinate cross-cutting briefing, including Senate Estimates preparation, other ministerial or departmental requests, Incoming Government or Minister Briefings and ministerial submissions and correspondence.

About the position

The Assistant Director, Government Relations will support and deliver strategies and initiatives aimed at building and maintaining ARENA's reputation with parliamentary and other government



stakeholders. The position requires significant stakeholder engagement skills and experience in strategic policy coordination, parliamentary and ministerial liaison. The ideal candidate will be required to actively engage and build on existing relationships with a wide range of senior internal and external stakeholders to ensure ARENA maintains its reputation as a key delivery agency for the Federal Government to accelerate the energy transition.

The Assistant Director will work collaboratively within a small team, and will be required to exercise a significant degree of autonomy. Excellent judgement, as well as collaborative and communication skills are essential, along with the ability to build and maintain high trust relationships.

Responsibilities

The Assistant Director, Government Relations will:

- Provide strategic advice to inform ARENA's engagement with federal and state and territory governments, ministers and parliamentarians.
- Help deliver ARENA's government relations strategy that encompasses ministerial and executive liaison, engagement with Commonwealth parliamentarians including backbench and crossbench MPs.
- Develop and deliver an engagement strategy with state and territories ministers and parliamentarians.
- Assist the Director, Government Relations to coordinate regular engagement between ARENA's CEO and Chair and the portfolio ministers and their offices.
- Assist in the preparation for ARENA appearances before Senate Estimates.
- Assist in the preparation of ARENA's response to Budget Measures.
- Co-ordinate a programme of regular engagement with Commonwealth parliamentarians including crossbenchers and backbench MPs.
- Assist in the preparation and review of correspondence, briefs and reports including submissions and documents and other regular content for senior leadership and various committee considerations.
- Demonstrate high integrity, leadership behaviours, values-based management and encourage these in others.
- Contribute to a high performing and close-knit culture within the Government Relations function and provide support for the development of capability in others.
- Support effective, unified coordination, work closely and collaboratively with internal stakeholders who also engage with ministers and departments, including the Corporate Affairs team, department liaison, technology leads and directors.

Key skills, experiences and qualifications

- Demonstrated knowledge and experience working with ministerial offices, parliamentarians and agencies at a federal level is required.
- Strong background and experience in managing government relations strategy and initiatives, ideally in a Federal Government and/or State Government setting.
- Professional experience as an adviser to a minister or senior parliamentarian, in government or in a government relations, public policy or advocacy role for stakeholders (e.g. industry groups, unions or NGOs) would be highly regarded.



- Ability to network, build and maintain an intimate understanding of political party dynamics as well as the machinery of government using strong stakeholder management and interpersonal skills.
- Political acumen and experience with issues management in a sensitive and high-profile operating environment.
- Proven ability to quickly and clearly synthesise and articulate complex issues.
- Strong project and account management skills with the ability to establish clear priorities quickly, meet deadlines and drive projects and initiatives to completion.
- Stakeholder engagement skills.
- Knowledge and experience working in the energy sector or climate change policy is advantageous but not essential.

As an ARENA worker you have a duty under the Work Health and Safety Act 2011 (Cth) (WHS Act) to take reasonable care for your own health and safety while at work, including that your acts or omissions do not adversely affect the health and safety of others, comply with any reasonable instruction given by the PCBU, and cooperate with any reasonable policy or procedures relating to WHS.

ARENA values

At ARENA, we are proud to embody a set of core values that shape our identity and drive our achievements. They are:

- **Impact Driven** – We make a significant positive impact on Australia’s energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals
- **Stakeholder-Focused** – We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility
- **Collaborative** – We collaborate across teams and with our partners to achieve goals
- **Accountable** – We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spend in a responsible and efficient manner
- **Respectful of People** – We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.
- Personifying these values is essential because they not only define our organisational culture but also serve as the compass guiding our actions, enabling us to foster innovation, build meaningful relationships, and consistently deliver impactful results to our stakeholders.

About us

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA’s main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.



Australian Government
Australian Renewable
Energy Agency

ARENA

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

Why us?

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging.

You don't need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- We have flexible working arrangements,
- We encourage learning and development
- You will have front row tickets to leading edge technology in the sector
- Work in an impactful and evolving environment
- Be part of a team that collaborates and makes a difference
- The role will also provide training, support to the end users, and ensure the quality and accuracy of the data and reports

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our workers and better outcomes for Australia.