



## ROLE DESCRIPTION

<b>Position Title:</b>	UWA Public Policy Institute Intern
<b>Faculty/Office:</b>	Office of the Deputy Vice-Chancellor (Research)
<b>School/Division:</b>	UWA Public Policy Institute
<b>Supervisor Title:</b>	Executive Officer and/or Communications and Engagement Coordinator

## Your work area

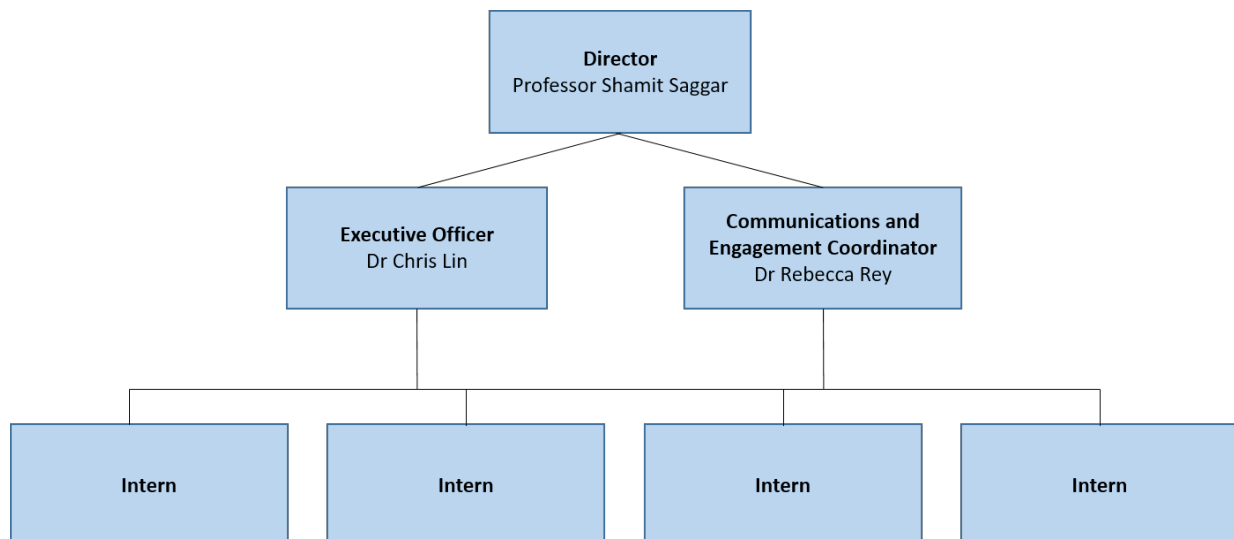
The UWA Public Policy Institute (UWA PPI) is an initiative that launched in 2018. The Institute aims to maximise the translation of the University's research to policy impact in Western Australia, Australia, the Indian Ocean region and the Indo-Pacific.

The long-term goal is to position UWA as a go-to university for governments, corporates and NGOs in Western Australia, Australia, the Indian Ocean region and the Indo-Pacific, as the countries in this region continue to grow in influence and in importance to WA and to Australia.

The functions of the Institute include:

- Providing thought leadership and maximising the policy impact of UWA research in WA, Australia, the Indian Ocean region and the Indo-Pacific;
- Raising the profile among policy decision-makers of existing UWA research activities which impact on WA, Australia, the Indian Ocean region and the Indo-Pacific;
- Organising events to inform the general public about UWA research work which is relevant to them; and
- Producing policy-focussed reports or commentary on social and economic indicators

## Reporting structure



Reports to: Executive Officer and Communications and Engagement Coordinator

## Your role

As the appointee you will, under direction, provide event support to the Executive Officer and the Communications and Engagement Coordinator, including helping with panellist recruitment, event logistics and planning, set-up on the day, photography and/or social media during the event, and pack-down afterwards.

In addition to event support, you'll have the opportunity to specialise in *either* of these two areas:

- Executive support to the Director
- Communications and engagement

The time commitment required is up to 8 hours per month on average, with some weeks busier than others.

### Your key responsibilities

The table below outlines the two available roles and the differences between them. The responsibilities listed below are indicative; we're open to negotiating how to shape the role to best fit your skills and needs.

Role	General responsibilities	Specialised responsibilities
<b>Executive support</b>	Event support <ul style="list-style-type: none"> <li>• panellist recruitment</li> <li>• event planning and logistics</li> <li>• set-up on the day</li> <li>• photography and/or social media during the event</li> <li>• pack-down afterwards</li> </ul>	Specialist support <ul style="list-style-type: none"> <li>• Background research on potential contributors</li> <li>• Drafting of emails to stakeholders</li> <li>• Shadowing at internal meetings</li> <li>• Preparation of agendas and briefings</li> <li>• Taking of minutes</li> </ul>
<b>Communications and engagement</b>	Event support <ul style="list-style-type: none"> <li>• panellist recruitment</li> <li>• event planning and logistics</li> <li>• set-up on the day</li> <li>• photography and/or social media during the event</li> <li>• pack-down afterwards</li> </ul>	Specialist support <ul style="list-style-type: none"> <li>• Twitter Takeovers</li> <li>• Providing advice on how to promote to and include young people in events and discussions</li> <li>• Targeted promotion to Guild Student Clubs</li> <li>• Advice on current trends in the student/policy space and discovering opportunities to co-badge with student clubs</li> <li>• Drafting of newsletters and emails</li> <li>• Benchmarking research on other Policy Institutes</li> </ul>

### Your capabilities

Relevant tertiary qualification, whether completed or in progress

An interest in policy issues in the public services, business or non-profits; or the capacity to develop an understanding of such issues

Excellent written and verbal communication and consultation skills

Excellent planning and organisational skills to meet deadlines and deliver high quality outcomes

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email and the ability to use these tools to help advise on and design policy solutions to problems faced by government

Ability to work independently, show initiative and work productively as part of a team undertaking various duties

### Special requirements

Some after hours or weekend work may be required

Some manual handling may be required