



Position Description

Research And Policy Officer

Reporting to: Government Relations Manager

Key Result Areas

- Research, Writing and Policy
- Data and Statistical Analysis
- Administration and support of Accommodation and Tourism Divisions

Key responsibilities

- Research, Writing and policy
 - Providing high quality research, writing and analysis to support the industry position on relevant issues;
 - Develop submissions and position papers that support the Association's work;
 - Under guidance, writing Government submissions and briefing documents
 - Drafting articles for newsletters and magazines and website content
 - Drafting correspondence and admin support
 - Identify potential grant funding opportunities
 - Assist with the ongoing development and improvement of existing member service products while identifying new opportunities for product development;
- Data and analysis
 - Responsible for coordinating and monitoring statistical collections including:
 - Industry statistics, Salary surveys, Benchmarking surveys, Industry Investment and Development Registers
 - Monitoring and analysing official government statistics and reports, including the ABS, National and State Tourism and Government Data
 - Providing timely and critical advice on the content of government and industry economic data and statistics
 - Coordinating website capabilities and data collection of AHA member surveys
- Administration Support
 - Coordinating meetings and events
 - Supporting Association Events
 - Support for Government Relations Manager and other duties as lawfully directed by the CEO from time to time
- Experience required
 - Strong research and analytical skills and a willingness to learn
 - Effective communication, with a particular skill in articulating complex information in written form
 - Production of quality material with a high level of accuracy;
 - Working autonomously and as part of a team while maintaining high professional standards.

- Demonstrated Skills
 - Understanding of Australia's system of government and interest in politics
 - Ability to maintain confidentiality and discern what might be commercially and industrially sensitive information
 - Comprehending and communicating detailed, complex information quickly.
 - Prioritising time-critical projects and adjust to changing priorities.
 - Proficiency with Microsoft office suite
 - Knowledge and understanding of the Australian hospitality and tourism industry or another highly regulated industrial environment and related challenges
 - Exposure to economic policy

The role could suit a recent graduate who has experience working in policy development and/research