

POSITION DESCRIPTION



Position	Manager, Policy Projects
Level/Classification	HEW0909
Reports to	Director Quality and Standards
Unit	Office of Quality and Standards
Directorate	Quality and Standards
Positions Supervised	2

Position Purpose

The Manager, Policy Projects is a fixed-term, project-focused role established to lead the delivery of priority policy development and review activities that support the University's higher education provider reregistration program. Working under broad direction, the role will translate regulatory, governance and operational requirements into clear, coherent and implementable policy settings; coordinate complex consultation across academic and professional areas; and ensure that policy deliverables meet agreed scope, sequence and timeframes.

The position provides strategic advice to the Director Quality and Standards and relevant senior stakeholders, manages policy projects, and leads a small team of policy developers to deliver high-quality outputs that strengthen institutional assurance and readiness for external review.

This role will have a particular focus on delivering policy work required to support reregistration, including the coordination of priorities, evidence-informed policy development and justification, stakeholder engagement, and reporting. The role will likely focus on academic policy but it may also cover non-academic policy.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

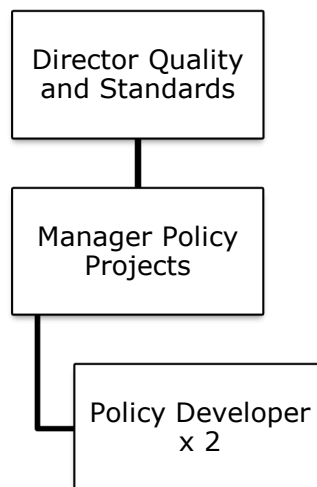
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Office of Quality and Standards develops academic policy and provides central services supporting quality and compliance monitoring and enhancement, curriculum management, student integrity, academic governance support and institutional assurance. The Office leads a range of strategic programs aligned with the University's strategic vision and regulatory obligations.

The quality, compliance, assurance and policy functions support academic quality and standards, academic policy, international compliance, professional accreditation, process improvement and data quality enhancement.

Reporting Relationships



Key Responsibilities/Duties

1. Responsible for the planning, coordination and delivery of defined policy projects to support the University's reregistration program.
2. Lead the conceptualisation, development and review for priority policy, procedures and related documents.
3. Develop, maintain and monitor project plans, dependencies, risk registers, stakeholder engagement plans and status reports for allocated policy initiatives.

4. Maintain current knowledge of relevant Australian regulatory and compliance requirements, including the Higher Education Standards Framework, Australian Qualifications Framework and Education Services for Overseas Students Act.
5. Translate complex regulatory, governance and operational requirements into clear, coherent and practical policy settings, with attention to institutional consistency, evidence requirements and operational impact.
6. Lead effective consultation with academic and professional staff, students and governance bodies to test policy intent, identify implementation issues and support timely decision-making.
7. Produce high-quality written materials, including policies, procedures, committee papers and other communications.
8. Provide strategic advice to the Director Quality and Standards and senior stakeholders on policy requirements, risks, dependencies and implementation considerations relevant to reregistration.
9. Manage, guide and support a small team of policy developers, building capability and ensuring consistent quality across project deliverables.
10. Any other responsibilities in line with the level of the role as assigned by the Director Quality and Standards.

Selection Criteria

Essential

1. A degree with extensive relevant experience, or an equivalent combination of relevant experience and education and training.
2. Demonstrated experience leading complex institution-wide policy development or renewal projects in a large and complex educational organisation.
3. Exceptional writing skills, including demonstrated ability to prepare concise and clear institutional-wide policies and procedures.
4. Strong project management capability, including experience developing and monitoring project plans, risks, dependencies, stakeholder engagement activities and reporting.
5. Demonstrated ability to interpret regulatory, governance and operational requirements and translate them into practical policy settings and implementation approaches.
6. Sound understanding of academic quality, standards, governance and regulatory assurance in a higher education or comparable environment.
7. Highly effective communication, influencing and interpersonal skills, including the ability to build constructive relationships and negotiate outcomes across academic and professional areas.
8. Demonstrated ability to provide strategic advice to senior stakeholders on complex policy, compliance, governance or implementation matters.
9. Proven management expertise and experience leading, supervising or coordinating the work of others to deliver high-quality outputs within agreed timeframes.
10. Ability to use artificial intelligence to find efficiencies in policy development and review processes while maintaining a defensible evidence-based approach.

Desirable

1. A relevant postgraduate qualification.
2. Experience in policy, governance, quality assurance or regulatory compliance in an Australian university environment.
3. Experience contributing to institutional registration, reregistration, audit, review or external assurance activities.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.