



Melbourne
Casselden
Level 39, 2 Lonsdale Street
Melbourne VIC 3000

Canberra
Level 3,
39 Brisbane Ave
Barton, ACT 2600

POSITION DESCRIPTION

Position Title	Legal and Policy Analyst
Position Location	Level 39, 2 Lonsdale Street, Melbourne
Reports To	TBA
Positions Reporting to this Position	None
Position Summary	To perform research and to communicate the results of that research in a clear and accessible manner. To assist in managing ISA's compliance and risk management framework.
Key Challenges	To perform high quality and compelling research on policy, economic and financial matters. To assist in the design of research inquiries. To communicate the results of research in a clear and accessible manner.
Key Stakeholders	Internal <ul style="list-style-type: none">▪ Industry Super Australia▪ ISA Staff, Policy & Research Team▪ 15 Industry SuperFunds▪ The ACTU and unions▪ Employer Associations▪ ME▪ IFM Investors▪ IFS External <ul style="list-style-type: none">▪ Service providers and agencies▪ Government & Regulators▪ Industry associations including AIST, ASFA, FSC and FPA▪ Service Providers including SuperRatings, Rainmaker and Rice Warner• International financial and regulatory bodies
Decision Making Authority	TBA

KRAs		
Key Result Areas	Description	Performance Measures
Research & Analysis	<ul style="list-style-type: none"> The Legal and Policy Analyst will play a role in contributing to economic policy analysis and strategy, including research, developing briefing notes and other materials such as whitepapers and policy documents, and stakeholder relations. This role will provide written and/or oral reports which contain the outcomes and limitations of research, ensuring draft documents submitted to senior ISA staff incorporate high quality information collection and analysis, as well as high quality communication that reflects an attention to detail. This role will often need to perform multiple concurrent projects and to meet deadlines. 	To be developed as part of the ISA Strategic Business Plan and your Performance and Development Plan
Project Work	<ul style="list-style-type: none"> Work on allocated projects within ISA to ensure that project objectives, deliverables and deadlines are met, with direction from management in relation to the project. 	As above
Editing and drafting	<ul style="list-style-type: none"> Comprehensive proof-reading of policy and research documents before distribution or submission Draft summary or in-focus pieces based on ISA research, including initial blog post drafts 	As above
Office of the Chief Executive	<ul style="list-style-type: none"> Develop fund and ad hoc presentations for the CE as required 	As above
Ad Hoc Responsibilities	<ul style="list-style-type: none"> Assist other ISA administrative staff in their day to day operations on an availability and needs basis 	As above

Competencies:

Experience/Qualifications

- Previous experience or studies in a legal or other research and analysis field
- Administrative and project management experience
- RG146 preferred or must be acquired within a six month period
- Advanced computer skills in MS Office suite
- Proven experience in dealing with diverse stakeholders at a senior level

Knowledge/Skills

- To perform high quality and compelling research on economic, superannuation and financial matters.
- This person must have strong project management and organisational skills.

- They will have excellent written and oral communication skills.
- They will be able to work independently or in small teams.
- The ability to use initiative is essential.
- High level of accuracy and attention to detail.
- Time management skills, with the ability to plan, prioritise and follow-up
- Knowledge of the industry fund network and its stakeholders

Attributes/Behaviour

- Professional demeanour and presentation
- High level of discretion and integrity
- Initiative and common sense
- High level of accuracy and attention to detail
- Strong internal and external client service focus
- Team player
- Flexible work approach
- Ability and desire to learn
- Demonstrable affinity with the values and purpose of industry super funds

Hours of Work

- As specified in letter of offer

Salary Range and Additional Benefits

- Salary – to be advised.
- 11% superannuation.
- Four weeks' annual leave.
- 17.5% annual leave loading.
- Accrual of 13 weeks' long service leave following 10 years' service; pro-rata following five years' service.
- Employed under registered Enterprise Bargaining Agreement.