CANDIDATE INFORMATION PACK

Policy Analyst

Includes:

- Background information on working with us

- Position Description

The Australian Access Federation

We are on a Mission

We're a driven group of people with a purpose to make Trust and Identity easier, and more cyber secure for research, teaching, and learning.

AAF is an interesting company that does exciting work as a Not-for-Profit (NFP), which our staff and customers value.

Our work has meaning

We are a Not-for-Profit company supporting our subscribers which are research and education organisations in Australia. We focus on delivering leading technology for our communities. AAF staff have a sense of pride and satisfaction, knowing that what we work towards helps to make the world a better place.

We are part of the Australian Federal Government's eResearch infrastructure roadmap - that's right - how many companies are part of Australia's Research technology strategy? Our staff work closely with high value innovative initiatives tackling issues from COVID, genome mapping, children's cancer research, astrophysics to identifying low wave frequencies in space and capturing gravitational waves.

We don't work with old tech

Who wants to work on old tech - not us! Our tech is ahead of the curve because we provide our team with the tools and empower staff to innovate. The AAF is a cloud-native company and the applications, and solutions we build are at the cutting edge in Trust and Identity.

We work with interesting customers and stakeholders

Just to name a few, Australia's leading research data infrastructure facility – Australian Research Data Commons (ARDC), Australian Nuclear Science Technology Organisation (ANSTO), leading research facilities such as the Commonwealth Science and Industrial Research Organisation CSIRO, all the Australian Universities as well as our national funders the Australian Research Council (ARC), and the National Health and Medical Research Council (NHMRC).

We are a globally connected service working with other like-minded community driven organisations who are all doing similar things around the world. This means AAF staff get to collaborate with our global community and take part in innovative activities around the globe. AAF is part of the global ORCID Consortia Interest Group and, also works closely with the Australian Research Data Commons (ARDC) to deliver the Australian National PIDs strategy and Roadmap. AAF staff are also members of various Research Data Alliance (RDA) working groups (WG) and interest groups (IG) and regularly participate and present at the RDA plenaries. We are also a member of and participate in the Australian Higher Education Cyber Security Service (AHECS).

AAF staff are on the road participating in initiatives and working groups with like-minded, tech and research professionals around the globe. In the past our staff have travelled to interesting places such as Estonia, Prague, Ireland, Norway, New Orleans, India, Iceland, Portugal, and China to be part of leading-edge strategy development in trust and identity.

We are passionate about our products and services

The Federation

The Federation is Australia's national authentication service for research and education. Using cutting edge technologies and standards. The Federation delivers world-class single-sign-on that allows individuals across organisational boundaries to collaborate and access online resources within a trusted environment.

The Australian ORCID Consortium

The Australian ORCID Consortium provides a national coordinated approach to Open Research Contributor ID (ORCID – see: orcid.org). The consortium has enabled a globally unique persistent identifier for every researcher.

Consulting and Training Services

We provide bespoke consulting and support to our communities in meeting their identity and access management needs.

VerifID Global

VerifID Global, the national verification service enables universities, public agencies, and commercial providers (e.g. Spotify, YouTube and Flight Centre) to accurately deliver services to Australian students and other roles in the research and education sector (see: VerifID.global).

Trust and Identity

The AAF is a National Collaborative Research Infrastructure Strategy (NCRIS) capability. We provide leading services in Trust and Identity that underpin Australia's research.

Our company values underpin everything we do

- Innovation - an essential ingredient
- Mastery - a good mix of enthusiasm, quality, care and experience
- Trust - strengthened through our actions
- Community - achieving more together

So apart from working for an awesome NFP tech company who are doing great things, why else should you be part of the AAF?

- A 35-hour work week
- The option to salary sacrifice rent/mortgage payments (yep! that's right)
- Extra-long service leave
- 3 days bonus 'recharge leave' over the Xmas and New Year period

…. and most importantly let's not forget that the AAF team prides itself on its inclusive, innovative culture that rewards and recognises great work.

If you are looking to move into a new role where you can make a difference and are empowered to utilise best practice techniques to create a positive global impact - then you are the person we've been looking for!

Policy Analyst

Position Title: Policy Analyst
Position Type: Project based, fixed term June 2026
Location: National
Reports to: TBC
Number of Direct Reports/Staff Supervisory Requirements: None
Open to: Australian or New Zealand citizens or Australian permanent residents who have approval to work in Australia.

Organisational Context

The Australian Access Federation (AAF) is Australia's leading specialist in Trust and Identity for higher education and research. We are connected to an international community of scientists and researchers building applications and solutions that make up part of the Australian Government's eResearch infrastructure strategy. We work with universities and research institutions including CSIRO to provide access to resources that tackle issues in health, life science and astrophysics... just to name a few.

The AAF is the lead for the Australian ORCID Consortium which is a community of Australian organisations that takes a national approach to ORCID adoption and integration. ORCID, which stands for Open Researcher and Contributor ID, is a global initiative whose mission is to enable transparent and trustworthy connections between researchers and their research contribution. As consortium lead, AAF provides local support, assists with member ORCID integrations, and encourages national uptake of ORCID within organisations. We also help members understand the benefits of their ORCID membership and how to get the most of it. Among global ORCID consortia leads, the AAF is considered an exemplar in terms of how the consortium is run and members are supported.

The AAF is a high performing work environment consisting of motivated individuals that work towards a common goal of supporting Australia's higher education and research sector. We enable Australia's teachers, students, and researchers to use identity technologies and policies to create world class outcomes.

For further information about the AAF go to: www.aaf.edu.au

Our Goal

We are transforming Australia's research, teaching, and learning communities by delivering innovative solutions that provide secure access to high-value digital resources and infrastructure.

Guiding Principles

Our trust and identity solutions are co-designed by a nationally engaged expert team using international best practice. Our services are underpinned by sustainable business operations.

The Role

We're looking for an experienced policy analyst who understands different research community expectations. The role will be responsible for developing policies to establish common expectations between members of research communities initially and assist with internal AAF policy development. You will also adapt policy templates from international frameworks that create trust between partner organisations by clarifying expectations in areas like user identity, privacy, research infrastructure operations, and security incident response.

Your duties will include interviewing stakeholders to understand key requirements, drafting and tuning template policies to the needs of the research collaboration, assisting infrastructure providers to implement policies and suggesting improvements to the policy framework.

You will have demonstrated experience in policy development and implementation and strong stakeholder consultation skills. You will be responsible for ensuring a positive experience for project partners as you provide policy advice to current and potential collaborators.

The role will work with multiple teams across AAF including, eResearch, product development, product delivery and operations. You will also work closely with AAF collaborators from universities, research organisations, government and industry.

Key Responsibilities

- Consult researchers and research infrastructure providers to understand policy needs.
- Adapt template policies to align with stated goals and objectives.
- Identify benefits, disadvantages, and omissions in the existing policy framework.
- Adapt the policy framework as needed to meet Australian legal requirements.
- Report findings and propose new policies or amendments to existing policies.
- Draft new policies or amendments to policies.
- Undertake research and analysis relevant to AAF teams and collaborators.
- Support continuous improvement.
- Provide support to the Head, eResearch and other AAF teams as directed.

Your experience and skills

We seek a motivated, organised and pro-active person to contribute to our team. You will have highly developed interpersonal, relationship management and customer service skills, the ability to work across teams together with demonstrated experience in developing and implement policy within large organisations. You will be comfortable working autonomously.

Qualifications

A tertiary qualification in business, public policy or other relevant disciplines or equivalent work experience.

Selection Criteria

Essential:

1. Demonstrated experience in analysing, developing and implementing policy within complex organisations.
2. Ability to understand the policy implications of new legislation and to update existing policies to accommodate legislative requirements.
3. Demonstrated experience in working with diverse stakeholder groups to understand identify requirements and concerns that influence policy development.
4. Experience in preparing complex reports and presenting findings.
5. Excellent recordkeeping and communication skills.
6. Demonstrated ability to provide leadership in the development of a client focussed, continuous improvement and quality assurance culture within a complex technological environment.
7. Ability to work effectively with general direction and minimum supervision and independently represent and act on behalf of an organisation in a broad range of situations and environments.

Desirable:

1. Previous experience in a research, higher education or a government environment is highly desirable

Other Job-Related Information

Applicants should note that:

- The position is:
  a. A fixed-term full-time position.
  b. A 35 hour week, with normal working hours from Monday through Friday.
  c. Flexible working hours and work from home arrangements (subject to negotiation and prior approval).
- Some travel may be required (circumstances permitting).
- The position is based in an office in the city of the successful candidate, or a work from home arrangement may be supported subject to negotiation and approval.

Expressions of interest or questions should be directed to:

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