

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Strategy & Policy

EXAMPLE 1

PROFILE

An experienced and respected professional dedicated to making a difference for the community through the development and delivery of innovative and ambitious evidence-based public policy. With expertise across a range of transport issues, particularly road safety and the environment, I provide leadership for teams to ensure solutions are effective and supported through genuine engagement with stakeholders and the community.

SKILLS & ATTRIBUTES

- Facilitative leadership style with proven experience ranging from small professional teams to customer service teams of fifty
- Experience working in a range of government and non-government environments at the state, national and international levels
- Track record of successful delivery of large road safety programs and projects through productive internal relationships to ensure organisational alignment and commitment
- Expert understanding of road safety issues covering behavioural, vehicle and road engineering, road safety management and strategy development
- Highly developed ability to develop policy positions and strategies to balance competing needs and stakeholder expectations
- Experienced in the management of external stakeholder relationships in challenging environments to facilitate policy development
- Strong written communication with significant experience in the preparation of reports and briefings for senior management, boards and Ministers
- Well-developed oral communication, including significant experience engaging with senior levels as a media spokesperson on road safety and environmental issues, and a regular presenter to internal and external audiences
- A trusted adviser able to influence senior management and government representatives

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EXAMPLE 2

SKILLS & ATTRIBUTES

Leadership & Management

- Proficiency in developing strategic plans , business plans and communicating them through the business to ensure comprehensive understanding and engagement
- An energetic leader with an open and inclusive engagement style, connecting people and ideas
- Drives clear business process with clarity of responsibilities, effective reporting, and timely outputs
- Strong people manager, creating environments for change whilst enabling staff to reach their potential
- Strong, personable manager, able to develop high performing teams including virtual teams across Government, development and delivery of professional development programs
- Design and deliver change management programs for restructuring and process improvement
- Excellent understanding of audit, governance and risk issues especially as they relate to Government

Portfolio/Technical

- Intimate knowledge of **Planning and Transport** folios including policy development and implementation for integrated regional and metropolitan transport network investment and development
- Provision of Ministerial and Executive advice, preparation of financial and performance reporting, project and program evaluation, benefits realisation, analysis and identification of emerging trends
- Detailed understanding of local ports program including boating safety, asset management and infrastructure development and strategic and statutory planning
- In depth knowledge of **Environment and Heritage** issues including environmental Impact Assessments, strategies and processes to implement regulatory and legislative requirements

Stakeholder Management

- Established reputation and support across numerous portfolios in private and public sectors as an effective operator, routinely established new roles, functions and programs, creating buy-in from managers and key stakeholders
- Strong ideas generator, building trusting relationships with key stakeholders, the public and industry groups and advocates

Communication & Interpersonal

- Comfortable with complexity; tackles analytical and conceptual problems to deliver practical results
- Strong written and verbal communicator, including presenting to varied audiences

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EXAMPLE 3

PROFILE

As a Senior Manager, Policy Advisor and Chartered Member of the Institution of Engineers Australia, my career has included several senior management roles with Company XZ and Company ABC.

Possessing outstanding experience and knowledge in all aspects, standards accreditation, compliance and regulatory change for both heavy and light vehicles, I thrive in an environment of competing demands covering strategy and policy advice, marketing and accreditation programs and key project delivery.

SKILLS & ATTRIBUTES

Strategy, Policy & Industry Accreditation

- Strategic thinker with a track record of developing and implementing strategies, plans and policies
- Detailed understanding of the commercial elements of policies, Regulatory Impact Statements and cost benefit analyses
- Agile advisor who can quickly assimilate and respond to complex technical and regulatory questions
- Successful manager of large and/or sensitive industry accreditation systems
- Extensive experience with business planning and budget control for up to \$8mil p/a programs
- Team Leader for a range of change projects, staff development and performance management programs to maintain quality

Management & Leadership

- Energetic, effective manager who acts decisively using an evidence and risk based approach
- Proven ability to simultaneously deliver complex projects, manage regulatory/compliance challenges and deliver high level strategic and policy advice
- Demonstrated capacity to implement world's best practice vehicle safety programs
- Consultative manager, with an open door policy who delegates to ensure staff engagement and efficient monitoring of projects
- Leader of multidisciplinary teams including engineers, economists and legal advisors
- Extensive experience with marketing and promotional campaigns both online and print

Communication & Interpersonal

- Advanced interpersonal talents with extensive stakeholder management and negotiation experience with government departments, private industry and consumer/pressure groups
- Superior networking capacity with an extensive network of national and international contacts in government and private sector organisations
- Highly regarded public speaker, media events anchor and meeting chairman
- Persuasive senior advisor comfortable working with, and reporting to, senior management, Ministers offices and Parliamentary Committees
- Innovative thinker with highly developed analytical and problem solving capabilities, who systematically looks outside the square for better solutions

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EXAMPLE 4

PROFILE

With over fifteen years experience as senior public servant in strategic policy and change across government, my career has spanned a diverse range of government portfolios including Aboriginal affairs, health and human services, transport and land-use planning and community development. During my career I have built on my university qualifications – Masters of Applied Social Research, Graduate Diploma of Applied Science and Bachelor of Social Science – and undertaken training in leadership and management to play a strategic role in public administration at the highest levels of government.

SKILLS & ATTRIBUTES

Leadership and Strategy

- Strategic thinker with highly developed conceptual, analytical and problem solving capabilities and a proven record in instigating innovative reform agendas and delivering and engaging throughout the business
- Adept at identifying opportunities and translating government priorities and strategy into innovative work programs to achieve organisational change and improved outcomes
- Oversees and commissions the delivery of work programs through a structured approach to setting priorities, monitoring execution, budget and results and through a continuous improvement approach
- Extensive experience with strategic and business planning and budget control including ensuring appropriate governance, compliance and risk management mechanisms are in place
- A motivating and engaging manager with a proven record of successfully building high performing teams and culture through contemporary recruitment, expectations setting, coaching and capability development, accountability mechanisms and recognising success

Stakeholder management and collaboration

- Experienced in building mutually beneficial and collegiate stakeholder relationships at all levels within and external to government (corporates, not for profits (NFPs) and community) and with culturally diverse groups
- Established reputation as an effective operator in securing buy-in for policy proposals through influencing and negotiating across all sectors and levels
- Working in government – expert understanding of navigating government processes to gain support and resourcing for work programs, trusted and authoritative advisor to Ministers and senior public servants

Interpersonal and communication

- Highly self-motivated with a strong drive and commitment to deliver results
- Acts with integrity, personable, flexible, supportive and calm under pressure
- Extensive experience in writing sophisticated and practical documents using appropriate language, style and formats for the audience
- Confident, open and articulate communication style in delivering clear and influential messages