



## POSITION DESCRIPTION

<b>Position Title:</b>	Government Relations Manager
<b>Level:</b>	NAATI Band 6
<b>Work Unit:</b>	Executive
<b>Reporting to:</b>	Chief Executive Officer
<b>Location:</b>	Canberra
<b>Classification:</b>	Permanent, Full Time
<b>The Organisation:</b>	

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at [www.naati.com.au](http://www.naati.com.au).

### NAATI Values

NAATI's vision is for a connected community without language barriers, and our purpose is to credential practitioners who wish to work as translators and interpreters in Australia. We take our responsibilities seriously, and in doing so maximise people's ability to fully engage and participate in Australian society.

We are a values-based organisation. **Respect**, **Integrity**, and **Professionalism** not only define who we are, it underpins everything we do.

**Respect** – We treat everyone with dignity and respect.

**Integrity** – We are honest and trustworthy and lead by example.

**Professionalism** – We strive for excellence in everything we do.

### Primary Outcomes for the Position:

The Government Relations Manager is a new senior role established to support the sustainability of NAATI and the broader T&I sector. The role oversees and manages NAATI's engagement with governments language services policy and related matters across Australia. The role is responsible for coordinating government engagement activity, tracking policy developments, managing correspondence and briefings, supporting ministerial and departmental engagement, and ensuring the organisation has timely information on relevant government policies and programs.

This role requires someone with strong relationship skills, good awareness of government policy landscape, clear written communication, and the confidence and professionalism to engage directly with senior government officials.

## Key Responsibilities and duties:

### In consultation and collaboration with the CEO:

- In close consultation with the CEO, take on primary responsibility as the focal point for engagement with Australian, State, and Territory governments to identify strategically aligned advocacy opportunities and implement actions in partnership with governments to address language services sustainability.
- Use knowledge of government and policy environments and processes to identify opportunities for NAATI to contribute to structural, legislative, policy and/or regulatory reform in relevant areas.
- Provide evidence-based advice to CEO and Board on opportunities for strategic influence.
- Prepare detailed submissions and funding proposals relevant to the organisation's activities.
- Work collegiately with CEO and other managers to identify opportunities for engagement and ensure appropriate NAATI representation on relevant policy matters.
- Support the CEO and senior executive on strategy development and execution on language access and equity priorities, including developing and implementing new revenue-raising measures where they relate to addressing existing access and equity barriers in Australia and abroad.
- Support NAATI's public policy, research and awareness functions to raise awareness of language access and equity challenges and opportunities.
- Collaborate with other relevant language, multicultural affairs and settlement sector stakeholders.
- Other duties as required.

## Selection Criteria

### Essential:

1. Tertiary qualifications in a business or government-related discipline (e.g. economics, social sciences, public policy and administration).
2. Demonstrated understanding of public policy decision making processes and proven experience in managing relationships with ministerial staff, advisors, and senior officials at various levels.
3. Demonstrated ability to manage coordinate activities with multiple agencies simultaneously.
4. Exceptional communication (written and oral) and interpersonal skills including experience writing and presenting complex policy documents and proposals.
5. High level of stakeholder management skills with proven ability to engage, consult and negotiate with a diverse range of stakeholders to build positive relationships.
6. High level of computer literacy and expertise in systems and digital technology solutions
7. Good research and analytical skills to understand policy issues and their implications.

### Desirable:

1. Demonstrated political acuity and the ability to navigate complex political environments.
2. Experience in public sector policy and administration.
3. Experience working with multicultural clients and/or language related services.

## Employment Conditions:

- As per NAATI Enterprise Agreement (2024-2028).

**Approved by:** Chief Executive Officer – June 2026.