

## POSITION DESCRIPTION

Title:	<b>Research and Policy Officer</b>	Location:	Brisbane
Reports To:	Chief Executive Officer	Expenditure Level:	n/a
		Date:	19 Feb 2021

### PRIMARY OBJECTIVE:

Undertake analysis, investigation and research, supporting advice to the Chief Executive Officer and QTIC staff on all matters that may affect the tourism industry. Research will be on current and future economic, environmental, social, political, business, workforce, training and/or scientific issues.

The Research and Policy Officer may also be required to represent QTIC in regulatory and co-regulatory activities, advocating on behalf of Queensland's tourism industry.

### PRIMARY DUTIES & RESPONSIBILITIES:

- Undertake qualitative and quantitative research, data analysis, development and interpretation of issues, regulations, legislation and policies impacting the **tourism industry**.
- Keep abreast of a wide variety of policy issues affecting the tourism industry, and ensure QTIC, members and the wider industry can be kept informed of important developments.
- Identify and facilitate opportunities for research and project collaboration with other organisations, including government.
- Prepare a range of submissions, papers and reports
- Maintain and develop professional relationships with a variety of diverse stakeholders, including members and association organisations.
- Support the secretariat functions of the QTIC Associations Council, Regional Tourism Organisation Network, and any other sub-committees as required by the CEO.

### JOB SPECIFIC CAPABILITY:

- Tertiary degree in a research-related and/or business discipline (e.g. business, economics, sociology, statistics, politics), or demonstrate a high-level of legislative & policy experience.
- Written and communication skills are critical to this role. You must demonstrate excellence in expository and persuasive writing.
- Sound understanding of the policy process, including experience in research, policy development, implementation and analysis.

- Well-developed task management skills and ability to prioritise policy and research work to achieve outcomes within the required timeframes.
- Ability to work with a high degree of autonomy and a willingness to take initiative where appropriate.
- Ability to quickly acquire the knowledge on issues that affect the **tourism industry** that may lie outside of your expertise.
- Ability to maintain confidentiality and present unbiased information.
- Limited travel may be required.

## **SKILLS, KNOWLEDGE AND PERFORMANCE AREAS:**

### Business Ability

- Demonstrates accuracy in all work.
- Provides reliable and consistent quality of work.
- Demonstrates sound abilities in analysing issues and ability to apply this to the tourism industry.
- Is committed to continuous improvement.

### Self Leadership/Management

- Understands the goals and directions of QTIC.
- Establishes goals in line with corporate objectives.
- Demonstrates capacity to work with independence, flexibly and initiative however accepts guidance.
- Seeks and takes opportunities to develop personal and professional skills, knowledge and attributes to achieve performance expectations.
- Adheres to all company policies and procedures.

### Team Orientation

- Works cooperatively and proactively.
- Understands team roles and expectations.
- Demonstrates a commitment to QTIC values.

### Relationship & Service

- Committed to assisting and servicing others including the effective transfer of requests to other team members.
- Able to complete projects successfully and timely.
- Deals with external information requests efficiently.