

Position Description – Industry Relations Manager / Policy Officer

Reporting Lines

Reports to: Manager of Domain Name Registry Services

Works closely with: CEO, CTO and the Domain Name Industry Consultant(s)

Direct Reports: No direct reports

The Industry Relations Manager / Policy Officer participates in Domain Name Industry policy development, review and analysis. The Industry Relations Manager / Policy Officer will be responsible for:

- Analysis and research of industry policy, information, initiatives and trends for the purpose of understanding how they impact the Company, making recommendations on the Company's position and represent those positions in various industry fora.
- Developing and presenting policy documents, background papers and submissions for the Company, and other relevant industry stakeholders;
- Actively participating in policy development forums, meetings, working groups and panels on behalf of the Company;
- Developing and maintaining key relationships in the nominated stakeholder groups on behalf of the Company;
- Recommending and where appropriated implementing industry specific policy positions for the Company;
- Becoming an expert on Domain Name industry policy, process, and practices; and
- Acting as a member of specific project teams as required by the Company.

Key Areas of Responsibility

The following are general areas of responsibility for the Industry Relations Manager / Policy Officer. From time to time these areas may vary and additional responsibilities may be added.

Industry Knowledge

The Industry Relations Manager / Policy Officer will:

- Develop and maintain a comprehensive understanding of the Domain Name Industry, including but not limited to, the history of the Industry and its future and Domain Name Regulator / Registry Operator / Registrar methods of business.
- Develop and maintain a significant understanding of all aspects of the Domain Name Registry System (DNRS), including, but not limited to the: Domain Lifecycle, Domains, Contacts, Hosts, EPP Service, WHOIS and WHOIS Check Service, Registry Database IDNs, DNSSEC etc.

Research and Analysis

The Industry Relations Manager / Policy Officer will:

- Conduct research into industry policy, information, initiatives and trends in order to support and strengthen the Company's position;
- Deliver clear, concise, pertinent and timely analysis of policy issues; and
- Consider strategic issues and risks for policy development and use a systematic approach to resolve problems.

Strategic Positioning

The Industry Relations Manager / Policy Officer will:

- Identify and conceptualise topics and opportunities that will advance the Company's position and policy agenda;
- Develop constructive relationships with key industry stakeholders to provide an integrated approach and policy development, and strategic positioning;
- Attend and monitor policy development forums, meetings, working groups and panels on as designated by the Company
- Participate on the development of strategic operational initiatives; and
- Contribute to the planning of strategic policy or operational developments, the development of work programs and the planning of particular initiatives.

Development and Presentation

The Industry Relations Manager / Policy Officer will:

- Develop and present high level and detailed reports and executive submissions on policy and strategy to both internal and external stakeholders; and
- Prepare responses to official correspondence on behalf of the Company.

General Responsibility

The Industry Relations Manager / Policy Officer will:

- Build and maintain positive on-going cooperative relationships with internal and external stakeholders to enhance relationships and project delivery in a competitive market place.
- Undertake professional development to maintain currency in policy and process development practices.
- Promote the Company in local and international forums, and undertake marketing activities where appropriate to promote products and services.
- Demonstrate a commitment to teamwork and the maintenance of a collaborative and supportive work environment.

Key Skills, Experience and Knowledge

- A tertiary qualification in a relevant discipline, such as law, public affairs or business management.
- Exceptional skills and proven track record in complex policy development.
- Excellent analytical and research skills with the ability to collect and analyse complex material and data, and presenting it in accessible forms.
- Confident public speaker, with excellent communication skills and the ability to interpret and explain policies and provide advice and assistance to a range of audiences, and the ability to influence and motivate others.
- Demonstrated ability to analyse complex policy issues and to develop policy positions.
- Demonstrated ability to write clearly and succinctly.
- Knowledge of the Internet Industry.
- Excellent interpersonal and communication skills.
- Demonstrated ability to prioritise work and to work independently
- Demonstrated ability to contribute effectively as part of a team.