

**POSITION TITLE:** NSW Government Liaison & Industry Relations Officer

**TERM:** Nominated Position. Confirmed at the start of each year

**APPROVAL:** 01 JULY 2019

**DATE OF LAST REVISION:** N/A

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## **Outline**

The NSW Government Liaison & Industry Relations Officer is responsible to be the Section's primary liaison with Government in NSW (*state and local*) and to create connections with industry within NSW.

As the liaison between IEEE and NSW Government, in-depth knowledge and understanding/identifying key challenges faced by Government is preferred.

The NSW Government Liaison & Industry Relations Officer is also responsible for increasing the level of engagement between IEEE and Government with the view to providing Government an avenue to seek advice, information and clarity on emerging trends in technology and standards to improve operations.

The NSW Government Liaison & Industry Relations Officer works closely with the section executive committee to organise and promote events and opportunities that benefit NSW members. The Officer plays an important role in the strategic direction of the NSW Section and is expected to attend at least three meetings a year.

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## **ACTIVITIES**

January

- Work with the chapter committee to organise which events the Section should attend or sponsor for the year and formalise an annual budget

February

- Secure a Local Government venue to host one IEEE Section meeting in the year
- Send an email to section members introducing the committee and plans for the year highlighting how they relate back to the Section's Four-year Government Engagement Strategy
- Submit an article to the March edition of Circuit

March

- Work with government and industry connections to build opportunities for UNITE

June

- Submit an article to the July edition of Circuit

August

- Attend UNITE

September

- Ensure a member submits an article to the October edition of Circuit

#### October

- Create (or update) the Section's Four-year Government Engagement Strategy
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

#### November

- Attend the Section AGM

#### December

- Approve and publish (if required) the Section's Four-year Government Engagement Strategy document on the Section's website