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<http://www.cpd.org.au>

About the Position

Senior Economic Adviser

CPD is looking for a Senior Economic Adviser. The successful candidate will be responsible for providing strategic advice to CPD, working across the Sustainable Economy Program, the Effective Government and the Cities and Settlement Initiative. The Senior Economic Adviser will play a strategic advisory and research role across CPD's major projects, working in the first instance on projects focussed on transitions to employment and decarbonisation.

The successful candidate will be based in CPD's Sydney or Melbourne office. The position can be part-time or full-time. Remuneration for the position will be determined based on the experience of the selected candidate. For further information please contact Shivani Nadan at admin@cpd.org.au or call (03) 9929 9915.

Candidates should include the following in their application:

1. Covering letter and CV (not to exceed three pages in total);
2. A sample of writing for a general audience; and
3. Name and details of at least three referees.

Candidates should apply by emailing their application to admin@cpd.org.au with the subject line 'Application for Senior Economic Adviser'. The deadline is 11.59pm Sunday 12 January 2020. Only shortlisted candidates will be contacted.

Roles & responsibilities:

- Deliver rigorous quantitative and qualitative analysis and policy recommendations, communicating in plain and accessible language.
- Assisting the CEO, Policy and Program Directors to deliver research projects, including scoping policy issues, identifying and engaging key stakeholders and commissioning research papers.
- In-depth analysis of economic and employment transitions at local level and possible policy responses.
- Edit and arrange peer review, and liaise with CPD's Research Committee, Fellowship and other experts and stakeholders on current and future projects.
- Work collaboratively with the policy and research team, including interns, fellows and contractors.
- Ability to undertake occasional out-of-town travel (including overnight travel) and to work in a self-managed and autonomous manner.

Selection Criteria

Essential

- Excellent tertiary qualifications in a relevant field (Economics/Commerce/Public Policy).
- Strong quantitative skills, including ability to access statistical data, analyse it (including familiarity with statistical tools), and report it in a variety of textual, tabular and graphical formats
- Demonstrated commitment to public policy.
- Exceptional communication skills, including in written, digital and interpersonal communication.
- Excellent organisational skills, with experience of managing multiple tasks and prioritizing effectively to meet deadlines.
- Proven analytical and problem-solving ability, including devising practical policy recommendations;
- Broad understanding of government and policy processes, including service delivery, commissioning and procurement;
- Demonstrated project management capability with high levels of accuracy and efficiency;
- Demonstrated ability to deliver excellent results working to deadlines, under limited supervision, and coordinating multiple agendas and stakeholders.

Desired

- Experience in a rigorous policy, economics or service delivery role
- Knowledge of procurement processes for services at local level
- Knowledge of key trends in industry and employment policy

For more information on CPD please visit www.cpd.org.au.