



CREATE. CONNECT. CONVINCED

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

Policy Adviser

CPD is looking to hire another outstanding Policy Adviser to join our growing team. The successful candidate will support research projects across multiple CPD programs. Ideally, they will have some experience in early childhood development, service delivery or place-based approaches.

There is no closing date. The position will be filled as soon as a suitable candidate is found.

About CPD

The Centre for Policy Development is one of Australia's leading independent policy institutes. Founded in 2007, we are a mission-driven organisation led by a dynamic CEO and distinguished Board of Directors, and we are seeking exceptional talent to join our growing team.

This role offers the opportunity to make a substantial contribution to policy development in Australia, and is an ideal career move for a motivated individual. You will be joining a smart, energetic, dedicated team at an organisation with a collaborative culture that will foster your skills, broaden your horizons and engage your passion for ideas.

CPD is committed to being a diverse and inclusive workplace. Our capacity to deliver real impact comes from a talented, collaborative team from a variety of backgrounds and experiences. We strongly encourage applicants from a diverse range of genders, cultures, abilities and experiences to apply.

About the Role

We believe our team is our key asset and we are committed to recruiting and retaining talented and committed individuals. We support flexible work and will consider either full-time or part-time for the right candidate. The successful candidate will be based in CPD's Sydney or Melbourne office. Remote work may be possible. Remuneration for the position is commensurate with experience and skills.

Our team enjoys frequent interaction with policymakers in government, media, and the wider policy world. You'll be joining a close-knit team that delivers real impact at senior levels of policymaking. This is an exciting opportunity to make a genuine contribution to policy development and innovation in Australia.

Main duties and responsibilities

- Deliver rigorous quantitative and qualitative analysis and policy recommendations, communicating where possible in plain and accessible language.
- Undertake original research, develop ideas for new avenues of exploration, manage and deliver research projects, including scoping policy issues, author research notes and publications, working independently under the direction of senior staff.

- Build relationships with stakeholders, identifying and engaging key stakeholders across our programs.
- Edit and arrange peer review, and liaise with our Research Committee, Fellowship and other experts and stakeholders on current and future projects within our policy programs.
- Work collaboratively with the policy and research team, including interns, fellows and contractors.
- Ability to undertake occasional travel (including overnight travel)

Selection criteria

- Experience or expertise in early childhood development or in place-based approaches
- Ability to write confidently and clearly
- Ability to take the initiative in developing new projects, methodologies, and ideas
- Strong analytical rigour, with an ability to perform and communicate complex analysis
- Ability to work at pace on several different projects at once, coordinating multiple agendas and delivering to deadlines
- Understanding and enthusiasm for CPD's program areas and major initiatives

Desirable

- An understanding of the wider economic and social policy context in Australia
- An undergraduate degree combined with relevant work experience
- Experience working with policymakers, or in another field that involved making decisions (or advising decision-makers) in a political context
- Experience in applied research aimed at impacting policy and practice
- Experience working in a research-intensive organisation
- Appreciation of the benefits of mixed-methods research

How to Apply

Candidates should apply via email to admin@cpd.org.au. There is no closing date. Suitable candidates will be interviewed as applications are received. Applications must include a one page cover letter (describing the applicant's interest and suitability against this job description), a short CV, and a sample of writing for a general audience.