



CREATE. CONNECT. CONVINCe

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

Wellbeing and Sustainable Economy Program Officer

The Centre for Policy Development (CPD) is looking to hire a proactive and creative Program Officer to contribute to our work on climate and wellbeing. You will help us make a difference on the most important issues for Australia's economy and society: carbon transition, inequality, economic development, long-term structural challenges and wellbeing.

CPD is tackling some of the most important problems in Australia and the Indo-Pacific region. In this role, reporting to the Sustainable Economy Program Director, you will be working across projects that focus on climate change and putting wellbeing at the heart of policymaking.

Our team enjoys frequent interaction with senior government policymakers, media, researchers and the wider policy world. This is an exciting opportunity to make a genuine contribution to policy development and innovation in Australia.

This is an entry-level position and an ideal role for someone looking to start a career in policy development. First-hand experience of policymaking is not essential. We are most interested in your enthusiasm and commitment to our mission. However relevant study, work experience, or lived experience will be considered an advantage. We invite First Nations people, people of colour, people with lived experience of forced migration, people with disabilities, members of the LGBTQI+ community, and people without a family history of tertiary education to apply for this role.

The successful candidate will be based in CPD's Sydney or Melbourne office. We support flexible work and will consider either full-time or part-time for the right candidate. Remote work may also be possible.

Salary

Starting at \$65,000 + 10.5% superannuation, with higher salary commensurate with experience and skills. Other employee benefits include a flexible workplace, paid parental leave, study leave, and a collaborative culture that will foster your skills, build your career and broaden your horizons.

Here's a taste of what you'll do:

- reporting to the Sustainable Economy Program Director, you will oversee project management for our Wellbeing Government Initiative and Sustainable Economy Program : coordinating across teams, tracking progress, ensuring planned projects are delivered on time
- organise major policy engagement activities for Wellbeing and Climate Initiatives, such as roundtables and other convening events, including sending invitations, developing agendas, setting up virtual platforms
- support our program teams and contribute to our research projects
- write grant applications, impact statements, funder reports, and other program-level documentation
- help prepare outputs for publication – working with the comms team, designers, typesetters and others

- contribute to wider project planning and strategy across the team
- support the Program Director in managing the program, including by scheduling internal and external meetings.

About you

This would be the perfect role for someone early in their career, or a new graduate looking for a breadth of experiences in research and policymaking.

You'll be the right person for the job if:

- you have studied in a relevant discipline to the role, or you have lived experience of the issues we are working on
- you are well-organised and can coordinate projects with several moving parts
- you work well with people from diverse backgrounds
- you can communicate clearly and constructively with colleagues and external stakeholders (both written and verbal communication)
- you have the creativity and initiative to take action when faced with a blank page or with an ambiguous situation
- you have good numeracy skills and can use a spreadsheet to manage project budgets
- you are enthusiastic about creating positive impact on long-term policy issues

About CPD

CPD is one of Australia's leading independent policy institutes. At CPD, we are ambitious for long-term transformative change, and consistently have our eyes on our goals for Australia and our region: a government that is active and effective; a society that expands opportunity and social justice; an economy that is clean, innovative and productive; and a country that is respected for its leadership and cooperation.

You will be joining a smart and energetic team that is courageous with our contribution, but humble in the way we engage. We are committed to listening, learning and growing together.

We build constructive, respectful working relationships and we take equity and inclusion seriously. Our capacity to deliver real impact comes from a talented, collaborative team from a variety of backgrounds and experiences. The best solutions are developed when diverse voices contribute - especially people who are frequently and historically excluded from public policy decisions, and people with lived experience of the challenges our work addresses.

To learn more about our work check out our latest [Impact Report](#).

How to Apply

Candidates are invited to apply via [BeApplied](#) by 5.00pm on Wednesday 28 September 2022.

If you have any questions, please contact Allison Orr on 0423 602 771 or allison.orr@cpd.org.au.

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



Culture Statement

At CPD, we are **ambitious for long-term transformative change**, and consistently have our eyes on our goals for Australia and our region:

- a government that is active and effective
- a society that expands opportunity and social justice
- an economy that is clean, innovative and productive
- a country that is respected for its leadership and cooperation.

We build **constructive, respectful working relationships** — internally and externally — and we take **equity and inclusion** seriously. We are committed to **listening, learning and growing**.

We recognise the best solutions are developed when **diverse voices** contribute, so we try hard to **integrate all perspectives into our work** — especially those of people with **lived experience** of the issues we are trying to address.

At CPD, we are:

Grounded and caring	<ul style="list-style-type: none"> ● grounded in the pursuit of wellbeing ● kind and compassionate colleagues and collaborators, creating an inclusive and welcoming workplace
Courageous and confident	<ul style="list-style-type: none"> ● courageous with our contribution, but humble in the way we engage ● believers in ourselves, each other, and our approach and method
Collaborative and consultative	<ul style="list-style-type: none"> ● natural collaborators who seek to unite rather than divide ● connectors, building synergies across teams, workstreams, organisations, sectors and issues
Intellectually rigorous and solutions focused	<ul style="list-style-type: none"> ● intellectually rigorous, inviting curiosity and initiative ● pragmatic reformists, putting forward practical, implementable solutions
Trusted, credible and reliable	<ul style="list-style-type: none"> ● known for doing what we say we will do ● evidence-based and thoughtful — people know they can trust what we say and write
Fun and positive	<ul style="list-style-type: none"> ● fun and try not to take ourselves too seriously ● quick to assume good will and the best intentions