



Human Resources and Development Officer

The Centre for Policy Development (CPD) is looking to hire a Human Resources (HR) and Development Officer. This is a new position, and you will work closely with CPD's Chief Operations Officer, to support the development and implementation of HR initiatives and systems, and support fundraising administration processes.

This is an entry-level position and an ideal role for someone looking to start a non-profit career in human resources, administration or fundraising/development. We are most interested in your attention to detail, organisational skills, enthusiasm and commitment to our mission. You will be supported and trained to develop your skills.

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 office. This position is full time. We support flexible and hybrid work and will consider either full-time or part-time for the right candidate.

Salary

Starting at \$65,000 + 10.5% superannuation, 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.

With the support of the COO and the Operations Team, you will:

- develop and implement HR policies, documentation and initiatives, including a Diversity Equity & Inclusion policy, salary policy, performance review system and onboarding and orientation processes.
- Support the Senior Leadership Team (SLT) and Program Directors to develop an organisation-wide training and development program.
- Support the CEO, SLT and Program Directors in drafting funding proposals, funder reports, and ongoing engagement with funders and stakeholders.
- Develop processes to ensure funder and stakeholder contact details and activities are accurately recorded and shared with SLT and Program Directors as needed.

About you

This would be the perfect role for someone early in their career (under 4 years experience), or a new graduate looking for a breadth of experiences in HR, organisational administration and funder development.

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

- you have an interest in HR, people and culture and developing systems to make sure we are living our Culture Statement.
- you like improving and setting up new systems and take people on the journey of using those systems.
- you are well-organised, have excellent attention to detail, enjoy project management and can coordinate tasks with several moving parts.
- you work well with people from diverse backgrounds and enjoy consulting and receiving feedback from various team members.
- you can communicate clearly and constructively with colleagues (both written and verbal communication)
- you have the initiative and creativity to take action when faced with new ideas, new initiatives or ambiguous situations.

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 email to jobs@cpd.org.au by Wednesday 9 November 2022. Your application should be a 1-page cover letter and a CV of no more than 2-pages.

If you have any questions, please contact us on the above email address.

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

CPD CULTURE STATEMENT

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