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Human Resources and Development Officer

The Centre for Policy Development (CPD) is looking to hire a Human Resources (HR) and Development Officer. In this position, 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 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 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. We support flexible and hybrid work and will consider either full-time or part-time for the right candidate.

Salary

Starting at \$65,000 + 11% superannuation, or 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:

- Help 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 have the initiative and creativity to take action when faced with new ideas, new initiatives or ambiguous situations.
- 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).

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

We're open to questions or conversations about this position - if you'd like to know more or to understand how you might be a good fit for this position, please contact Allison Orr on allison.orr@cpd.org.au.

Your application should be a 1-page cover letter with a CV of no more than 2 pages.

As mentioned above, we're interested in your organisational skills and your ability to show initiative. We are keen to hire someone who is enthusiastic and is committed to our mission. It is a great opportunity to join a team where you will be supported.

In your application, please outline why you are interested in this position and in CPD.

Please note: This role requires current valid work rights for Australia



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Position Description - Human Resources and Development Officer

The HR and Development Officer is responsible for supporting CPD's HR and fundraising activities.

Reporting Relationships

The role reports directly to the Chief Operating Officer. The role works as part of a small Operations team to administer CPD's HR and fundraising processes.

Human Resources Administration:

- Coordinate the efficient and effective administration of CPD's human resources processes, including drafting documents such as employment agreements and position descriptions, and supporting recruitment processes.
- Coordinate onboarding and exit processes for employees, including developing and implementing new initiatives
- In conjunction with the Chief Operating Officer, review, design and implement HR related systems, processes and documentation.
- Maintain relevant human resources records, information and databases.
- Work with the Senior Leadership Team and Program Directors, to create a range of HR policies such as: performance review system; salary policy; professional development/training plan; Anti-harassment/discrimination policy; Diversity Equity & Inclusion policy
- Ensure confidentiality with respect to all HR processes.
- Positively foster and promote CPD's culture.

Fundraising and Development

- Develop systems and processes to support CPD's funder and stakeholder engagement, and in conjunction with the Senior Leadership Team and Program Directors assist with developing regular engagement plans.
- Support the Senior Leadership Team and Program Directors in drafting proposals and reports to funders as well as provide background information on prospective donors
- Ensure funder and key stakeholder contact details and activity are accurately recorded in the CRM, and collate this information to provide funder briefings to Directors.
- Support the team to develop other funding documentation, and to use the CRM.

Other

- Undertake other activities as directed by the Chief Operating Officer to support the team. This might include general administrative activities, events logistics, travel arrangements, etc.

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