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## Position Description – Senior Policy Adviser (Sustainable Economy Program)

The Centre for Policy Development (CPD) is looking to hire a creative Senior Adviser to join our Sustainable Economy team. The successful candidate will help us make a difference on some of the most important issues for Australia's economy: carbon transition, economic development, and the long-term structural challenges we need to build a sustainable and prosperous future.

### About you

This is a senior position for someone looking to hone their policy development skills and make a difference. You will be the right person for the job if:

- You have about 6-8 years of experience in the focus areas of the Sustainable Economy program (eg. decarbonisation, industrial transformation, labour markets, financial regulation, international trade, or related issues)
- You have experience in fostering stakeholder relationships (for example Federal/State government, private sector, civil society), with an interest in convening and connecting stakeholders as a critical part of policy development
- You are motivated by long-term, big-picture systems reform, and want to meaningfully impact current policy reform opportunities in Australia's energy transition.
- You like working in a collaborative, fast-paced environment.

### Here is a taste of what you'll do:

- Take the lead on projects within CPD, including managing the work of other staff, research fellows and contractors.
- Contribute to strategy, developing ideas for new avenues of exploration and research, and looking for opportunities to develop CPD's profile and increase our impact.
- Build relationships by identifying and engaging key external stakeholders.
- Work closely with the CEO and Program Director to lead CPD's climate-related outputs and activities.
- Represent our work in targeted media and other external engagements.
- Design policy engagement activities, such as roundtables and other convening events.
- Occasional interstate travel (including overnight travel).

### What we will offer you

We promote flexibility and wellbeing and encourage our team to manage their own working hours and provide the option to work on a hybrid basis. We will consider either full-time or part-time for the right candidate. The successful candidate will be based in Sydney or Melbourne.

Salary: \$90,000-\$105,000 + 11% superannuation.

## OUR CPD TEAM ENJOYS THE FOLLOWING:

- Being part of a team that is at the cutting edge of changing policies to make Australia and the region better. From tackling climate change to early childhood education; ensuring the wellbeing of future generations to improving employment services; changing policies on migration to enhancing Australia-Indonesia ties, you will be fulfilled by helping to bring about enormous impact. You will also be working with the smartest policymakers and private sector leaders.
- A collaborative culture that will foster your skills, build your career and broaden your horizons.
- Flexible and hybrid working - employees can work from home or another location and can work flexible hours.
- 4 weeks annual leave plus additional leave between Christmas Day and New Year's Day (additional 3-4 days each year)
- Study leave - 5 days per year
- Birthday leave - 1 day per year
- Compassionate leave - 4 days per year
- Personal/carers/sick leave - 10 days per year
- Wellbeing leave - leave after intense periods of work
- Paid parental leave for all parents.
- Birthday gift voucher - \$30
- Floating public holidays
- Access to newspaper and magazine subscriptions
- A pet-friendly work space
- End-of-trip facilities (i.e showers, bike storage)
- We are also finalising a salary and benefits policy with more benefits to come shortly.

## 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

[Apply here](#)

At CPD, we are committed to promoting equal employment opportunities and fostering a diverse and inclusive team. We encourage 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.

As part of our dedication to fairness, we will employ a de-identified selection process and we will ask applicants to answer focus questions as part of their application.

We encourage talented individuals from all backgrounds to apply and be a part of our mission to make a positive impact on public policies. Your unique perspective and skills are valued here, and we look forward to reviewing your application.

**To apply for this position, please** respond to the questions contained in this [Google Form](#) and add your CV as an attachment to the form where indicated.

### **Applications close: 8 December 2023**

If you have any questions about this position, or about the application process, please contact Luana Viana at [jobs@cpd.org.au](mailto:jobs@cpd.org.au) using the subject line: **Senior Policy Advisor - Sustainable Economy**.

**Q:** I don't have all the skills or qualities listed. Does that mean I shouldn't apply?

**A:** You should absolutely apply. Job descriptions are a wish list, and sometimes people (it's us, we are people) don't know what they need until they see it. If you're in the ballpark, come to us with what you've got and tell us what you bring that's not on the list too.