



CREATE. CONNECT. CONVINCED

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

Policy Adviser - Early Childhood Development Initiative

The Centre for Policy Development is looking to hire a proactive and passionate Policy Adviser in the Early Childhood Development Initiative.

In this role you will be working on policy analysis and system reform in the ECD Policy space, so that Australia can become the best place to be and raise a child. You will be involved with policy work focused on improving paid parental leave, maternal and child health, early childhood education and care, transitions to school, wraparound and integrated services, and related policy areas that support families and young children from birth to 8 years old.

This is an exciting opportunity to work on one of the most important issues for our economy and society in Australia. 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. The successful candidate will be based in CPD's Sydney or Melbourne office.

What we will offer you

We highly value work flexibility, encouraging our team to manage their own working hours and providing the option to work on a hybrid basis. We will consider either full-time or part-time for the right candidate.

Salary: \$80,000-\$95,000 + 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.



CREATE. CONNECT. CONVINCe

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

- We are also finalising a salary and benefits policy with more benefits to come shortly.
- 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)

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

- Under the direction of the ECD Director and Senior Policy Adviser, conduct research, analysis and policy development on early childhood development.
- Support policy engagement activities, such as meetings of the ECD Council, roundtables and other convening events
- Work collaboratively with colleagues across CPD
- Support network building with stakeholders, identifying and engaging key stakeholders, working with the team to sustain the active involvement of senior policy makers
- Support the administration of the program including scheduling meetings, preparing meeting materials, updating CRM.

About you

This is an early to mid career position, for someone already working in social policy, and may already have some expertise in early childhood development policy. You will be the right person for the job if:

- You have 3-5 years of experience in early childhood development policy or related social policy areas from government institutes, research institutes, policy institutes, peak bodies or non-government organisations.
- You have experience in fostering stakeholder relationships, 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 reforms/reform opportunities in early childhood development.
- You are motivated by policy and practice, and keen to deliver on reform opportunities in the early childhood development space.
- You like working in a collaborative, fast-paced environment.

How to Apply

[Apply Now](#)

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



CREATE. CONNECT. CONVINCED

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

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 send a copy of your CV, and answers to the following questions:

1. Describe a complex policy issue or challenge you've worked on, and explain how you conducted research and analysis to address it.
2. Can you describe a situation where you had to communicate a policy recommendation to a diverse audience? How did you ensure your message was clear and well-received?

Your responses to both questions should be no more than one page.

Please respond to these questions via this [Google Form](#). Please add your CV as an attachment to your application.

Applications close: 24 November 2023

If you have any questions about this position, or about the application process, please contact Luana Viana at jobs@cpd.org.au.