



Position Description – Early Childhood Development Program Officer

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

In this role you will be providing program support and project management for the team, enabling policy analysis and system reform in the ECD space, so that Australia can become the best place to be and raise a child. The team is 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 society and 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 key responsibilities for the role are program support and project management:

- reporting to the Early Childhood Development Program Director, you will oversee project management for the Early Childhood Development Initiative Program: coordinating across teams, tracking progress, ensuring planned projects are delivered on time
- organise major policy engagement activities for Early Childhood Development Initiative, such as roundtables and other convening events, including sending invitations, developing agendas, setting up virtual platforms, organising logistics and travel
- 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.

Communications and Events

- Contribute to and participate in the broader CPD team, including weekly staff meetings, annual retreat.
- Where required, assist with CPD's events program, including roundtables, public forums and CPD's signature event, the John Menadue Oration. Activities will include logistics, publicity, invitations and registrations, venue hire, catering, flights and accommodation, budget management, event presentations, distribution of briefings and communications materials, and post-event reporting, analysis and recommendations.

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: \$65,000 - \$85,000+ 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.
- 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)

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.

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 project that you have managed, and explain how you ensured that all deadlines were met.

2. Describe a time when you have worked with different people/stakeholders on a project. How did you communicate and build relationships with the stakeholders and what was the outcome?

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.