

Policy Director / Policy Manager

Position description

5 May 2023

We are looking for an exceptional person to lead research and policy development across the Committee for Sydney's policy agenda, with a specific expertise in Planning or Economics.

We are open to applicants at different levels of experience for this role.

About the Committee for Sydney

The Committee for Sydney brings people together to come up with practical ideas to solve the critical problems facing Sydney – our approach is non-partisan and evidence-based, respected for independence and rigour.

We are funded by 160 of Sydney's leading companies and organisations, across all sectors of the economy, with a unique convening model draws on the expertise of our member organisations as well as leading researchers and practitioners.

We focus on six key policy areas:

- Planning and housing
- Mobility and infrastructure
- Resilience and climate
- Culture and liveability
- The future of the economy
- Equity and fairness.

The Committee has a staff of nine, with big ambitions to increase capacity and impact over time.

About the role

We have three levels of policy staff: Policy Advisor, Policy Manager and Policy Director. We are currently seeking applicants at the **Policy Manager** or **Policy Director** level.

The Policy Director or Policy Manager will sit at the heart of the organisation, helping identify solutions to the most important problems Sydney faces, developing those ideas using workshops and briefings, reports, submissions and policy papers, as well as media and social media engagement, to make the case for change to government and other decision makers.

We are looking for someone with expertise in either the Planning or Economy policy areas, along with a broader interest across our policy program. This person will join our existing policy leads in Resilience and Mobility.

The Policy Director or Manager will have primary responsibility for developing new policy research and advocacy. They will:

- Identify problems that need attention from the Committee and opportunities to move a change agenda
- Convene leading policy makers and stakeholders across business, government, academia and social sectors
- Write research papers, policy briefs, presentations, articles and op-eds
- Set up member briefings, public events and board table discussions to explore key topics
- Become a leading voice in the media
- Serve as a trusted advisor to governments
- Learn from the successes and failures in other parts of the world and translate their lessons to Australia.

Qualifications

The ideal candidate will have:

- Energy, initiative, creativity and drive, with a love for Sydney and an enthusiasm for helping Sydney be the best it can be
- Excellent research skills, with the ability to investigate complex topics and distil them into clear, simple writing
- Excellent presentation and verbal communication skills, and the ability to connect with stakeholders from many different backgrounds including at the highest levels of business and government
- An understanding of how government works in NSW and Australia
- Ability to translate general goals into actionable recommendations
- Strong project management skills, with the ability to develop and manage work plans and budgets
- Significant experience working in public policy (5+ years for Policy Manager; 10+years for Policy Director).

Salary and benefits

Compensation will be competitive and based on experience.

Contact

To apply, send resume and cover letter to recruitment@sydney.org.au

No recruiters please.

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CORE RESPONSIBILITIES

Strategy

- Assess the landscape of issues and opportunities to formulate priorities for the Committee's research efforts
- Develop and manage annual work plans, reprioritising as opportunities emerge throughout the year

Research

- Write the reports and policy briefs that make the case for change and propose actionable ideas to solve the most important problems facing Sydney now and in the future
- Frame the research program for a number of sectors (planning, economy, mobility, culture or equity)
- Recruit firms to work collaboratively as pro bono research partners
- Develop work plans and manage projects to timeline

Convening

- Develop events, policy briefings, and board table discussions (relying on the Committee's event team for logistical support)
- Use the Committee's network of members and allies to explore problems and solutions

Communications (in collaboration with the Committee's communication team)

- Create public support for the Committee's agenda by driving a narrative in the media and communicating with the Committee's own constituency of members and friends
- Build relationships with relevant reporters and editors
- Provide commentary to reporters, in collaboration with the comms team
- Draft opinion pieces
- Draft policy briefs and submissions to public inquiries

Advocacy

- Formulate the strategy to translate the Committee's policy ideas into real-world social change (with support from the Committee's Director of Strategy)
- Build trusting relationships with elected officials, leaders in the bureaucracy and top advisors
- Meet with key decision makers one-on-one, and work with them around the implementation of our recommendations
- Work as a trusted advisor to government, providing technical assistance on policy implementation
- Develop trusted relationships with all sides of politics

OTHER RESPONSIBILITIES

Policy

- Contribute as a collaborator and peer reviewer as part of the broader policy team
- Brief the CEO and Board on policy topics as necessary

Fundraising

- Help engage Committee members
- Help bring in new members
- Identify new funding opportunities

Communications

- Make suggestions for social media and other communications channels
- Represent the Committee in public forums, as requested by the CEO