

Policy Officer – The Committee for Sydney

Do you have what it takes to help shape Sydney and make a good city great?

Build your career with one of Sydney's most dynamic and influential organisations.

The Committee for Sydney (www.sydney.org.au) is an independent champion and think-tank for Greater Sydney, developing innovative evidence-based policy beyond the electoral cycle. The Committee has members from across the private, public and not for profit sectors and engages with business leaders, politicians, government and other stakeholders in policy discussions that affect the global competitiveness of Sydney as a business centre and as a place to live. The Committee's focus is on making a good city great.

The Committee is a 'go to, must join' organisation for key decision makers and government. We are a small, dynamic team of thought leaders and practitioners of public policy, with a reputation for providing staff opportunities to accelerate their career. To assist our growth and build our capacity to deliver exciting projects, we are seeking high-calibre and motivated candidates for the position of Policy Officer to focus on planning, housing, urban development and public space.

About this role:

Policy Officers are responsible for undertaking research, writing and engagement in support of the delivery of a range of publications and policy agendas. They are expected to work across several of the Committee's policy areas.

The key responsibilities for this role are to:

- Undertake high quality research, ensuring our work is evidence-based, accessible and relevant.
- Contribute to the writing of reports, statements and submissions
- Provide support to the policy team in the delivery of publications
- Build and maintain relationships with members and stakeholders

This role also contributes by:

- Providing input into the development of proactive and reactive policy positions.
- Providing policy advice to the Executive Committee, CEO, and Head of Policy
- Providing policy advice and organisational support for events.
- Providing policy support for external communications.
- Supporting other staff on major projects where required.

The successful candidate will have:

- A passion for cities and what makes them work.
- A demonstrated understanding of how Sydney functions
- Demonstrated policy experience (expected 1-2 years minimum) in one or more of the fields of transport, urban planning, economics, resilience, culture or similar urban policy-related disciplines.
- Relevant qualifications aligned with experience
- Strong verbal and written communication skills.
- Strong research and analytical capabilities



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- Demonstrated capacity to work autonomously, show initiative, think strategically and adapt to changing circumstances, within a small team.
- Ability to manage own time effectively, respond to competing priorities and work to tight deadlines in a dynamic environment.
- Ability to think strategically but also have an eye for detail.
- The right to work in Australia

To apply, please provide a copy of your resume and a brief cover letter describing your interest in the role to committee@sydney.org.au by Wednesday 5th February.

Any inquiries should be directed to Jeremy Gill, Head of Policy at jeremy@sydney.org.au.

Applications close 5pm, Wednesday 5th February.