



James Martin Institute for Public Policy

ADVERTISEMENT

(Senior) Research & Policy Manager

An exciting and rewarding opportunity to join the James Martin Institute for Public Policy as part of our high-performing Research and Policy Team, working in close partnership with government and academic experts to transform public policy and improve lives.

ABOUT US

The James Martin Institute for Public Policy (JMI) is an independent, non-partisan policy institute based in Sydney. With strong support from our government and university partners, JMI is now in its second year of operations, with a strong growth trajectory over the next three years. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives. We have a high-performing, positive, and supportive organisational culture.

THE ROLE

As part of our high-performing Research and Policy Team, you will be responsible for developing and delivering an ongoing program of joint projects, policy engagement and collaborative research with government, academics and wider stakeholders. Working with a range of experts, you will contribute insights and thought leadership on policy challenges facing government partners. Reporting to the Executive Director, Research and Policy, this is an engaging and wide-ranging role, covering a broad spectrum of public policy areas and workstreams.

ABOUT YOU

The Institute is looking for a smart, analytical policy thinker with excellent project management and report writing experience. The ideal candidate will have experience in structured thinking and analytical problem-solving techniques, as well as advanced project management capabilities, including stakeholder management and collaborative working in public policy contexts. They will have strong academic credentials and at least 3 years' experience of working in government, consultancy, university, or other public policy context. The role will be especially well-suited to policy professionals who are looking to be at the forefront of policy innovation across some of Australia's most pressing challenges.

Still in our start-up phase, this person will be highly adaptable, motivated, and systematic in their approach – helping to build smart methods, approaches and processes that will establish firm foundations for the Institute. If you want to help solve complex societal challenges, and you are excited to bridge the gap between policymakers and experts to achieve that, then come and join us as we build an enduring policy institute for Australia.

HOW TO APPLY

Please send the following documents to info@jmi.org.au by **5pm Sunday 11 December 2022**:

- (1) your CV;
- (2) a cover letter expressing your motivation for applying (max 1 page); and
- (3) a short statement against key Selection Criteria (max 2 pages).

Interviews will be held at the JMI Offices (60 Martin Place) on **Wednesday 14 December**.

T&Cs

Sydney CBD offices, flexible working conditions, and a highly competitive NFP salary based on level of experience. The role can be designated Senior Research & Policy Manager, depending on experience.

The James Martin Institute is committed to meaningful equity and diversity in our organisation and strongly encourages people from a diverse range of backgrounds to apply.



James Martin Institute for Public Policy

ROLE DESCRIPTION

About Us

Independent | Non-partisan

The James Martin Institute for Public Policy (JMI) is an independent, non-partisan policy institute. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives.

JMI was initially established in 2019 through a generous grant from the NSW Government in partnership with the University of Sydney, Western Sydney University, and the University of Technology Sydney. We are a public policy institute for Australia, with an initial focus on NSW.

Research & Policy Manager

Policy expert | Outstanding communicator |
Structured thinker | Project Manager

SUMMARY

The (Senior) Research & Policy Manager will provide insights, thought leadership, and highly effective program management and policy analysis across a broad range of policy areas and functions; supporting the Executive Director, Research & Policy, and the CEO, to establish and grow an enduring and independent public policy institute for Australia.

They will develop, deliver and manage an ongoing series of collaborative policy projects between government, academic researchers and other stakeholders, harnessing the Institute's unique collaborative method and innovative approach to problem-solving.

This is an exciting, wide-ranging role in a small, start-up organisation and so requires someone who is highly adaptable, collaborative and pragmatic, and will be able to help develop the scale and capability of the organisation as the Institute matures.

Our unique method and collaborative approach to joint research and policy projects will shape our success. The (Senior) Research & Policy Manager role provides a significant opportunity to advance policy for the public good in Australia, with an initial focus on NSW.

Reporting lines

This role reports to the Executive Director, Research and Policy. Depending on organisational needs, you may have line management responsibility for a Research Associate, Research Assistant, Fellow, or a secondee to the Institute.



James Martin Institute for Public Policy

Key Functions

I Manage ongoing series of Collaborative Projects

- Develop and deliver a series of collaborative projects in response to government policy priorities, applying advanced Project Management skills involving multiple stakeholders.
- Contribute insights and thought leadership into the approach, methodology and solutions to policy challenges facing government partners.
- Engage with a wide range of experts and facilitate structured analytical policy exercises to enable joint project teams to solve complex policy challenges.
- Coordinate and co-author high quality, persuasive reports, briefings and external content in a range of formats.
- Develop and deliver internal project management, co-delivery capability in support of the Institute's projects. Identify and build the Institute's unique method of advanced collaboration.
- Contribute to the Institute's ongoing project pipeline, by identifying relevant and emerging policy issues and priorities facing policymakers, suitable for the Institute's collaborative projects model.

II Contribute to leadership and delivery of R&P key workstreams

- Help to develop and deliver our Rapid Response capability for government, including expert-informed briefings, workshops, and roundtables.
- Help to deliver and enhance the annual Institute research grant process, working closely with the Executive Director, Research & Policy, and working closely with our university partners.
- Provide support and guidance for JMI Policy Fellows, as appropriate.
- Contribute to the editorial function of *The Policymaker*, as required.

III External and stakeholder engagement

- Actively engage with government and wider stakeholders, including to explore emerging opportunities for the Institute to contribute to meaningful policy development.

- Represent the Institute as required, including with senior government, university and industry partners and stakeholders.
- Work closely with experts and key contacts from across our member universities, and the Institute's Research Advisory Group, as appropriate.

IV Support Communications & Engagement Team

- Support the Communications and Engagement Team to deliver an innovative program of outputs, across multiple formats, events and channels, including helping to identify and deliver content from a wide range of academic experts.
- Ensure the consistent application of the editorial guidance for all Institute publications.

V Other

- Provide flexible support – both leadership and 'hands on' as needed – across the Institute in this development phase.
- Any other responsibilities or tasks as requested by the Executive Director, Research & Policy or the CEO, in line with the broader function and purpose of this role.



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Selection Criteria

ESSENTIAL

- Masters level qualification or equivalent experience in a policy, analyst, consulting or research role.
- Minimum 3 years' experience in a policy or consultancy role that has involved working with or within government.
- Outstanding project management capability and experience of managing complex projects.
- An outstanding communicator of complex information into accessible and engaging formats.
- Strong analytical capability.
- Proven experience and expertise in writing for a government audience.
- Experience of collaborating or engaging with experts.
- Proven success in a fast-paced, high performing work environment, including with tight deadlines.
- Experience in developing and embedding new systems of working (e.g., project or program frameworks).
- High-level digital capability in all elements of work, including presentation of outputs.

PERSONAL QUALITIES

- Highly professional standards of communication and engagement.
- Experience in working well and adapting across a wide range functions and teams.
- Can demonstrate alignment with the values of the Institute and will help to build a high-performing, positive and supportive work environment and culture.

PREFERRED

- Master's in public policy (MPP) or similar.
- Experience of applying structured thinking and problem-solving, including in workshop facilitation.
- Experience of managing collaborative projects.
- Experience of working in a client-facing environment.
- Experience of working in a highly innovative work environment, SME or start-up.

TERMS & CONDITIONS

- Permanent, preferably full-time.
- Start date: late January 2023.
- Sydney CBD offices (Martin Place).
- Flexible working conditions available.
- Competitive salary based on level of experience.
- The role can be designated Senior Research & Policy Manager, depending on experience, and at the discretion of the Institute.

How to Apply

Please send the following documents to info@jmi.org.au by **5pm Sunday 11 December 2022**:

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