

## Senior Manager & Head of Economic Policy

## Senior Manager & Head of Social Policy

## Senior Manager & Head of Environment and Energy Policy

*Exciting opportunities to join the James Martin Institute for Public Policy (JMI) in senior roles, working in close partnership with government and research experts to transform public policy outcomes. Sydney or Canberra based opportunities.*

*We are looking to appoint up to three highly experienced Senior Managers with policy expertise in the areas of either economic, social or environment & energy policy (with flexibility). Policy generalists at the Senior Manager level are also welcome to apply.*

### ABOUT US

JMI is a unique joint venture between government and leading Australian universities to transform public policy. Launched in 2021, we work closely with government ministers, departments, and other decision-makers to help address their most pressing policy priorities, harnessing a wide range of expert advice and building strategic policy capabilities. Join our growing team in a high-performing, positive, and welcoming organisational culture as we build an enduring Institute for Australia.

### THE ROLE

#### Senior Manager

This is a chance to help shape the strategic direction and capabilities of the Institute in an exciting period of rapid growth. As a senior colleague in our Research and Policy (R&P) Team, you will be responsible for developing and delivering an ongoing program of collaborative projects and policy engagement with government. Working across a wide range of policy areas, you will harness the expertise of world-leading researchers from our university partners to provide timely (often rapid), practical and independent advice and strategic support to government.

Reporting to the Director of Projects, and working closely with JMI's Executive Directors and CEO, this is a fast-paced and wide-ranging role, managing complex projects with diverse stakeholder-interests. As a Senior Manager, you will have responsibility for leading major projects, as well as leadership responsibilities across the R&P Team and the Institute more broadly.

#### Head of Economic | Social | Environment & Energy Policy

As an emerging expert in a particular area of public policy, you will lead our government relations and university engagement in this policy sphere. You will build networks of policymakers and experts, build our reputation and capacity, share insights and policy innovation, and represent the Institute externally, including at conferences and events. Supported by JMI, you will be expected to demonstrate thought leadership and expand your expertise in this policy area, alongside your responsibilities as a Senior Manager.

### ABOUT YOU

The Institute is looking for outstanding senior policy professionals with experience of leading major projects and working with senior decision-makers in government, including Ministerial offices. You will be an excellent communicator, adept at delivering concise, highly-structured deliverables for government. The ideal candidates will be able to lead others through structured thinking and analytical problem solving. You will have strong academic credentials and significant professional experience working in a policy role – either in consultancy, government or other public policy context.

The role is well-suited to someone with senior project management experience and/or consulting project management experience, who enjoys working across a range of policy areas, and is looking to be at the forefront of policy innovation in their chosen area of expertise.

### HOW TO APPLY

We encourage you to send your application to [info@jmi.org.au](mailto:info@jmi.org.au) – final deadline **5pm Sunday 8 September 2024**.

Please include:

- (1) your CV;
- (2) a short cover letter expressing your motivation for applying, and a response to the Key Selection Criteria (max 2 pages). Please specify your area of policy expertise. Generalist applications are also welcome.

JMI will be considering applications on a rolling basis and may appoint before the application deadline.

### T&Cs

Sydney or Canberra based, flexible working conditions, and a highly competitive salary based on level of experience.

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

# Key Functions

## I Senior Manager (50%)

- Develop and deliver a range of collaborative projects and engagements in response to government's policy priorities, applying advanced project management skills involving multiple stakeholders.
- Facilitate structured thinking and problem-solving techniques to enable joint project teams of policymakers and experts to solve complex policy challenges.
- Deliver a range of concise, persuasive and highly-structured deliverables for government in a range of formats.
- Contribute to the Institute's ongoing project and engagement pipeline, by identifying and securing projects with relevant departments, agencies, and ministerial offices on emerging policy issues.
- Deliver our Rapid Response capability for government, engaging directly with senior government and key stakeholders to assess needs and priorities.
- Help build JMI's approaches, systems and internal capability to support the Institute's innovative and collaborative model to address complex policy challenges.
- Help build JMI's expertise in translating academic expertise and existing research knowledge into a fast-moving policy environment.
  - Work closely with experts and key contacts from across our partner universities, including the Institute's Research Advisory Group, as appropriate.

## II Head of Economic | Social | Energy & Environment Policy (30%)

- Actively engage with government and wider stakeholders, including taking a lead role in your area of policy expertise – building active networks across our government and university partners.
- Progressing emerging opportunities for the Institute to contribute to meaningful policy development, including in your area of policy

expertise.

- Continuously share insights and policy innovation within JMI and, where relevant, to wider audiences.
- Represent the Institute as required, including with senior government, university and industry.

## III Coordination with External Affairs

- Support the External Affairs 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 experts.
- Help ensure consistency across all Institute outputs.

## IV Other

- Provide flexible support to the JMI Policy Challenge Grant process, grant winners, and Policy Fellows, as required.
- Provide flexible support to [JMI Futures](#).
- Contribute to the editorial function of [The Policymaker](#), as required.
- Contribute to the broader strategic direction and leadership of the Institute.
- Any other responsibilities or tasks as requested by senior executive colleagues, in line with the broader function and purpose of this role.

## V Reporting lines

- Reporting to the Director of Projects.
- Mentorship and coaching will be provided from JMI's Senior Executive Team (including ED of Research and Policy).
- Line management responsibilities for 1-2 Senior Policy Advisors, and Associates.
- Provide structured support and guidance for 1-2 visiting Policy Fellows.

# Selection Criteria

## ESSENTIAL

- 7-10 years professional experience, in a relevant policy or problem-solving role.
- Must include 3+ years experience in:
  - complex project management, including with / for senior government colleagues.
  - applying structured thinking and problem-solving techniques.
  - project team leadership, including training/coaching.
  - business development and project inception.
- Deep understanding, and proven experience, of working with senior decision-makers in government.
- An outstanding communicator of complex information into accessible and engaging formats.
- Proven expertise in concise, structured writing for a government audience.
- Demonstrated thought leadership in relevant policy area (Economic | Social | Energy & Env.).
  - Please note we are looking for strategic policy capability, not implementation or evaluation experience.
- Experience of building rapid expertise and credibility in new areas of policy and with senior stakeholders.
- Proven success of leading teams in a fast-paced, high performing work environment.
- Experience in developing and embedding new systems of working (e.g., project 'toolkits').
- Experience in building external relationships and networks, including building and managing project pipelines.
- High-level digital capability in all elements of work, including presentation of outputs.

## PREFERRED

- Experience working with Ministerial and / or Department Secretary Offices.
- Existing profile and networks in an area of public policy expertise.
- Experience of working in a rapidly growing organisation.
- Masters level qualification, or further study / professional qualifications in a relevant field.

## PERSONAL QUALITIES

- Driven and highly professional.
- A strong commitment to the public good. Highly personable and collaborative – a team player.
- Structured thinker who will deliver to deadlines.
- A strong policy generalist, who can adapt across a wide range of areas and functions.
- Enjoys building networks and is looking to be at the forefront of policy innovation.
- Commitment to building a high-performing, positive and supportive work environment and culture.

## TERMS & CONDITIONS

- Permanent, full-time position.
- Start date: flexible, from September onwards. Can include 2025 start date.
- Sydney CBD offices with increasing presence in Canberra – applicants can be Sydney or Canberra based.
- Flexible working conditions.
- Highly competitive salary based on level of experience.

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