

POSITION DESCRIPTION: Policy and Engagement Adviser

Position Purpose	<p>The Policy and Engagement Adviser is responsible for developing and championing policy solutions on consumer issues identified as priorities in the CPRC annual workplan. The Adviser will:</p> <ul style="list-style-type: none"> • Grow and deepen the relationships CPRC has with key stakeholders, focusing on stakeholders connected to Victorian policy debates. • Ensure that CPRC's research and ideas are seen by relevant decision makers through policy processes and direct engagement.
Reports to	Deputy CEO

What You Do:

Accountability	Weight (of 100%)	Activity	What does success look like?
Policy	30%	<ul style="list-style-type: none"> • Identify policy processes that are relevant to CPRC's areas of focus. • Develop and test ideas with CPRC's community of experts. • Prepare submissions to government and regulators that use CPRC's research. 	<ul style="list-style-type: none"> • CPRC policy engagement contributes to change that benefits consumers. • CPRC policy submissions are used and referenced by key audiences. • Policy outputs are delivered on time and at a high quality.
Research	20%	<ul style="list-style-type: none"> • Develop and execute research projects with the Deputy CEO, focusing on research projects that can be used in upcoming policy debates. 	<ul style="list-style-type: none"> • CPRC research contributes to change that benefits consumers. • Research is written in a clear and compelling way. • CPRC research work is used by key stakeholders.
Engagement: communications and community building	40%	<ul style="list-style-type: none"> • Identify and engage with relevant stakeholders about CPRC's work. • Support the CEO and Deputy CEO to engage with governments, regulators, and stakeholders about CPRC research and policy work. • Work with the Communications Manager to reach target audiences for policy and research outputs using media, social media and events. 	<ul style="list-style-type: none"> • CPRC is invited to engage with target groups about its work. Meetings, presentations or other engagements are accompanied with high quality briefing materials or presentations.

		<ul style="list-style-type: none"> • Collaborate with CPRC’s network of experts to advise the CEO and Deputy CEO on the best opportunities for CPRC to add value to policy discussions. • Produce briefing notes, presentations, speeches and other materials that support engagement activities. 	
Other tasks as required	10%	<p>As a small organisation, we often require your advice or help on other activities to help us reach our goals. This could include:</p> <ul style="list-style-type: none"> • Contributing to discussions about CPRC’s strategy and priorities. • Assisting with reporting to funders. • General administration. 	

PERSON SPECIFICATION:

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of policy and government processes. Some experience engaging in formal policy processes, like inquiries or consultations. You know how governments, departments or regulators work and how to effectively engage. • Clear communicator. You write and speak in ways that engage and convince others. Your work has few to no errors. You will either have experience discussing issues in public forums and media or an interest in developing this skill with training and support at CPRC. • Creative thinker. You are able to connect ideas between policy discussions. You are interested in and able to work across a variety of topics. • Collaborator: you enjoy bringing people together to solve problems. • Proactive and self-directed style. You’ll be comfortable working in a small team and interested in continuing our supportive and collaborative culture. • Interest in CPRC’s mission. You want to work at a not-for-profit think tank that develops ideas to make markets fairer for consumers. 	<ul style="list-style-type: none"> • Knowledge of the Australian Consumer Law or an interest in learning about this field. • Experience convening, facilitating or organizing events for policy stakeholders. • Experience engaging with the Victorian Government, Departments or Regulators. • Experience producing research reports for a public policy audience.