



JUNE 2021


NSW Public Policy Institute

Confidential Position Description

**DIRECTOR OF RESEARCH
AND POLICY**

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- **Title:** Director of Research and Policy
 - **Reports to:** CEO
 - **Roles reporting to this one:** Research & Projects Manager; Policy and Projects Manager

About the NSW Public Policy Institute

The NSW Public Policy Institute (the Institute) has been established as an enduring and independent organisation, working with the government to improve policy outcomes through the application of rigorous public policy research. The Institute will achieve this through a unique partnership model based on advanced collaboration methods; we undertake research with government, not for government. We provide a neutral space to bring government and interdisciplinary academic teams together to engage in joint projects. We are policy-agnostic, providing expertise in applying a method of collective engagement and joint working.

The Institute will seek to transform the relationship between government and universities, in turn generating far-reaching benefits to communities; and will develop a national profile through the impact of its policy solutions and research translation, as well as its unique independent, collaborative model.

We are an independent, non-partisan organisation delivering public good. We provide a neutral space for collaboration to address complex issues. Our values include:

- Independence, Academic Excellence and Partnership;
- Boldness, Pragmatism and Optimism.

The Institute was incorporated as an independent organisation in March 2021 and is governed by a Board of seven members. The Institute was established with an endowment from the NSW Government alongside funding from a group of NSW universities. An inaugural CEO was appointed in April 2021, to whom this position will report.



Summary

The Director of Research and Policy will lead, develop and deliver the Research, Policy and Project functions of the Institute, providing thought leadership alongside highly effective program and process management; supporting the CEO to establish and grow an enduring and independent public policy institute for NSW and beyond.

This is a 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 develop the scale and capability of these functions as the Institute matures, including growing a research and policy team. Presenting as highly professional at all times, you will represent the Institute and deputise for the CEO at the highest level of government(s) and with our member universities.

Key functions

Head of Research

- Lead, develop and deliver annual NSW Public Policy Institute Research Grant process, engaging closely with the Research Stream leads and Research Advisory Group
- Oversee monitoring, evaluation, and staged funding process for Research Grants
- Working closely with the Head of Communications and Engagement, oversee the publication of multiple forms of outputs from research grant projects, including engagement and events

Head of Policy and Projects

- Lead, develop and deliver the Institute Project Stream, delivering regular, responsive projects in response to government policy priorities, ensuring a co-design and co-delivery process.
- Develop and maintain a mechanism for identifying research expertise across member universities for engagement in the Institute projects (working closely with Research Stream Leads and University Key Contacts).
- Lead and develop internal project management, codesign and codelivery capability in support of Institute Projects.
- Lead delivery of high quality, persuasive reports & external content in a range of formats.



Key functions *cont.*

Deputise for the CEO, as required

- At the request of the CEO, the Director of Research and Policy will undertake the external and internal leadership and representation of the Institute whenever the CEO is unavailable, working closely with the Board and Chair to ensure smooth and continuous operating of the Institute.

Government and Stakeholder Relations

- Working closely with the CEO, help to develop and deliver a planned series of regular engagement across government(s) and wider stakeholders.

University Engagement

- Lead key group of Research Stream Leads across our member universities
- Working closely with the CEO, help to plan and deliver regular engagement with member universities to build awareness, support and engagement with the Institute.

Support Research Communications and Engagement Stream

- Provide expert advice and support to the Director of Communications and Engagement regarding research and project content.
- Support the Director of Communications and Engagement to deliver an innovative program of research communication, across multiple forms of output, and a broad range of engagement events and channels.
- Work with Research Stream Leads and University Key Contacts to identify and commission a regular series of short content pieces for the Communications Stream from a wide range of academic experts across our member universities,
- Ensure the consistent application of the editorial guidance for all Institute publications (including short content pieces), as developed by the Head of Communications.

Co-lead capacity-building work of the Institute alongside the Director of Communications

Co-lead the Institute's rapid response mechanism alongside the Director of Communications

Line manage two support roles for this function: Research and Projects Manager, Policy and Projects Manager.

Provide flexible support - both leadership and 'hands on' as needed - across the Institute in this establishment phase

Any other responsibilities or tasks as requested by the CEO, in line with the broader function and purpose of this role.



Selection Criteria | Qualifications & Experience

ESSENTIAL

- PhD level qualification or equivalent experience in public policy research.
- Minimum 5 years' experience in a public policy role, working either for or closely with government.
- Experience of engaging with academic research and experts for the purposes of public policy development or implementation.
- Experience of undertaking collaborative projects using codesign and codelivery methods.
- Experience of working in a start-up, SME or highly innovative work environment.
- Outstanding project management capability and experience of managing large, complex projects.
- Experience in developing and embedding new systems of working (e.g. project or program frameworks) to deliver high quality, effective and efficient processes.
- High level digital capability in all elements of work, including presentation of outputs.
- Experience of engaging with senior leaders in government, university or industry.
- An outstanding communicator of complex information into accessible and engaging formats.
- Highly professional standards of presentation, representing an organisation.
- Can demonstrate outstanding planning and delivery capability in a highly collaborative manner.
- A highly organised leader with experience of dealing with complexity and ambiguity.
- Demonstrated ability to work in a highly flexible manner as the Institute develops, supporting the CEO.
- Experience in leading a small team.

PREFERRED

- An expert in codesign and codelivery methods, with the ability to train others.
- Experience of impacting public policy from outside of government as well as inside.
- Existing networks in government, public policy, or universities, preferably including NSW.
- Published academic research in an area of public policy.



Terms & Conditions

Flexible T&Cs, Sydney CBD offices, flexible working conditions available, competitive salary based on level of experience.

How to Apply

Please upload your CV and cover letter (addressing the Selection Criteria and your motivation for applying) or send your application to diana.mezei@nswppi.org.au.

- Applications close: 7 July 12.00pm
- Interview date: 20 July
- Contact: Diana Mezei via diana.mezei@nswppi.org.au

The NSW Public Policy Institute is committed to meaningful equity and diversity in our organisation and strongly encourage people from a diverse range of backgrounds to apply.