

Senior Policy Advisor

Exciting opportunity to join the Australian Public Policy Institute (APPI) as a Senior Policy Advisor on a 12-month fixed contract, working in close partnership with government and research experts to transform public policy outcomes. This Sydney based role offers the opportunity to contribute to high-impact, collaborative policy projects in a fast-paced growing organisation.

ABOUT US

APPI 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

The Senior Policy Advisor will play a central role in developing and delivering collaborative policy projects and engagements in response to government priorities. Working across a wide range of policy areas, the role will harness the expertise of leading university-based researchers to provide timely, practical and independent advice to senior decision-makers.

Reporting to a Senior Manager, this is fast paced and wide-ranging role, involving structured problem solving, evidence synthesis and stakeholder engagement. The Senior Policy Advisor will lead components of complex projects, contribute to the Institute's project pipeline and support the delivery of high quality, influential policy outputs. The role will also contribute to broader organisational priorities, including the Grants and Fellows programs and help build APPI's systems, approaches and internal capability.

ABOUT YOU

APPI is seeking an outstanding policy professional with a strong track record of delivering high quality analysis and advice for senior government audiences. You are an excellent communicator, capable of producing concise, highly structured and persuasive deliverables and confident in engaging with diverse stakeholders.

You bring strong analytical and problem-solving skills, with demonstrated experience in synthesising evidence and framing clear policy narratives. You enjoy working across a range of policy areas and thrive in a collaborative, high performing environment. With a strong commitment to the public good, you are motivated to contribute to innovative, impactful public policy and to support the professional development of colleagues within the Institute.

How to Apply

APPI will consider applications on a rolling basis and may appoint before the application deadline.

If you are motivated by this role but may not meet all the requirements listed above, and believe you could make a valuable contribution, we encourage you to apply.

We encourage you to send the following documents to info@appi.org.au by Sunday 15 March 2026:

- (1) your CV:
- (2) a short cover letter expressing your motivation for applying and a response to the Key Selection Criteria (max 2 pages).

The Australian Public Policy Institute is committed to meaningful equity and diversity and strongly encourages people from a diverse range of backgrounds to apply.

ROLE DESCRIPTION

KEY FUNCTIONS

- I. Deliver high-quality policy insights for governments**
 - Contribute to the end-to-end delivery of policy projects, including engagement design, expert informed briefings, analytical exercises and capability-building workshops.
 - Shape and oversee research design, structured problem solving and evidence gathering activities to produce clear insights.
 - Guide project teams in the delivery of impactful outputs (briefs, workshops, reports), ensuring consistent high quality and alignment with APPI's style guide and voice.
 - Lead policy analysis and apply critical judgement to frame advice for senior audiences.
 - Lead interviews, roundtables and stakeholder engagements, ensuring outputs reflect understanding of policy context and evidence.
 - Ensure that project planning, communication and coordination are effectively managed.
 - Contribute to the delivery of the Institute's Grants and Fellows workstreams, as required.
- II. External stakeholder engagement and relationship building**
 - Build and maintain strong relationships with government and university partners, as well as broader stakeholders.
 - Represent the Institute in high-level engagements and events, clearly articulating APPI's value proposition.
 - Identify and scope new opportunities for projects.
- III. Communications**
 - Work closely with the External Affairs Team to publish outputs across multiple formats, events and channels.
 - Ensure the consistent application of editorial and formatting guidance for all rapid response publications.
- IV. Capability development and organisational contribution**
 - Proactively seek opportunities to deepen understanding of decision-making processes within government, universities, and other key stakeholders.
 - Act as a mentor and coach for Policy Analysts providing clear, constructive feedback and supporting their professional growth.
 - Share knowledge and insights with the broader team through structured learning activities or peer learning sessions.

V. Other

- In addition, this role may involve providing support for other research and policy projects the Institute may be pursuing during the relevant period, as directed by the relevant Senior Manager.
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Selection Criteria

ESSENTIAL

- Minimum 2–3 years professional experience in a relevant role.
- Passionate about developing applied public policy insights with real world impact.
- Strong track record in delivering structured, high-quality, and timely policy advice or analysis for senior decision-makers.
- Demonstrated expertise in synthesising evidence and insights to frame compelling policy narratives.
- Experience in managing and delivering complex projects and proposals, including team coordination, consultation exercises and stakeholder engagement.
- Exceptional writing and communication skills, including the ability to summarise complex ideas clearly for government audiences.
- Demonstrated experience in leading or facilitating policy engagements, such as Interviews, roundtables or workshops.

PREFERRED

- Master's in Public Policy or similar.
- 3+ years of professional experience in a policy role.
- Demonstrated experience in structured thinking and problem solving.
- Demonstrated ability to contribute to project pipeline development and relationship management.
- Experience in developing and improving systems for project or program delivery.

PERSONAL QUALITIES

- High levels of professionalism, initiative and accountability.
- Strong interpersonal skills and a collaborative, team-oriented mindset.
- Curious, creative and strategic thinker, able to navigate ambiguity.
- Strong alignment with the values and mission of APPI.
- Committed to building a positive, inclusive and high-performing work environment.

TERMS

- Fixed Term, 12-month contract
 - Reports to Senior Manager
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