

ADVERTISEMENT

Senior Policy Advisor

Exciting opportunity to join the Australian Public Policy Institute (APPI) as a Senior Policy Advisor on a 12-month fixed-term contract with the possibility for renewal, 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 policy projects in a fast-paced and evolving 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 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 the Executive Director, Policy and Projects, this is a 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 decision-makers. You are an excellent communicator, capable of producing concise, highly structured and persuasive deliverables and confident in engaging with diverse stakeholders. You thrive in a collaborative, high-performing environment.

With strong analytical and problem-solving skills, you have demonstrated experience in synthesising evidence and framing clear policy narratives. You enjoy working across a range of policy areas and may bring specialist expertise in energy and environmental policy, economic policy, or social policy. You may also bring technical expertise in data analysis and/or artificial intelligence. 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 and believe you could make a valuable contribution, but may not meet all the requirements listed below, we encourage you to apply.

We encourage you to send the following documents to info@appi.org.au by Sunday 13 September 2026:

- your CV;
- 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 reports and workshops.
- Shape and oversee research design, structured problem-solving and evidence-gathering activities to produce clear insights.
- Guide project teams in delivering impactful outputs (briefs, workshops, reports), ensuring consistent 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.

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 at engagements and events, articulating APPI's value proposition.
- Identify and scope new project opportunities.

III. Communications

- Work closely with the External Affairs Team to develop and publish outputs across multiple formats, events and channels.

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 Associates, 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.

Selection Criteria

ESSENTIAL

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

PREFERRED

- Master's degree in public policy or similar.
- At least four to five years of relevant professional experience in a policy role, preferably working with or in government.
- Demonstrated ability to contribute to project pipeline development and relationship management.
- Experience in developing and improving systems for project or program delivery.
- Specialist expertise in energy and environmental policy, economic policy and/or social policy.
- We would also value technical expertise in data analysis and/or artificial intelligence.

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

- Full time, 12 month fixed-term contract, with potential for renewal.
 - Reports to Executive Director, Policy and Projects.
 - Salary range: \$100,000 to \$130,000 (excluding superannuation), depending on experience.
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