

## Position Description - Policy Advisor

Full-time, Canberra preferred or other location subject to negotiation.

### About us

Maxwell Strategic Consulting Pty Ltd (MSC) is a boutique consulting firm providing trusted advice to government and industry clients on a range of environmental issues and policy reforms. We pride ourselves on tackling complex problems and developing clear options to support our clients to deliver practical solutions. Our clients include Australian Government Departments, State and Territory Government, and private industry. We also support not-for-profit organisations. Our business is growing with new clients and projects, providing a diverse and agile work environment.

Joining our small and highly skilled team you will have the opportunity to learn or further grow your skills in strategic policy development in both government and non-government settings. In this role you will gain experience working in a dynamic environment to deliver polished policy products on matters ranging across environmental issues, reforms and associated topics.

### About you

As a small organisation we want people who are the right fit.

Are you a team player who enjoys working collaboratively to solve complex problems? Are you a critical thinker who is interested in learning and self-motivated to develop and achieve goals? Do you take pride in your work, have excellent communication skills and enjoy the challenge of communicating in a variety of different forums and formats? Then this opportunity is for you.

MSC is looking for new team members, ideally with 1-3 years' experience, and preferably holding tertiary qualifications in a related field (e.g., environment, policy, law etc).

As a MSC team member you will be trained in our internal rapid policy development and complex problem-solving methodologies. You will be involved in projects that make real and enduring change across a wide portfolio.

We work as trusted advisors to government, so it is essential that you are in a position to hold a security clearance.

### Remuneration

Remuneration will be based on skills and experience.

### Key responsibilities

MSC is seeking to fill the role of Policy Advisor. As a member within a small and dynamic team, it is anticipated the position of Policy Advisor will be responsible for providing input into a broad range of activities being undertaken by MSC in collaboration with the Director and other MSC employees.

The following responsibilities are intended to provide a broad overview of the Policy Advisor role:

- Assisting with the development of strategic advice for clients, including government and industry sectors.

- Utilising critical thinking, judgement and problem-solving skills to input into strategic policy development, including but not limited to assisting with the preparation of policy papers, regulatory options papers, and briefings.
- With limited direction, researching, collating and analysing information to support the development of policy.
- Assisting with the preparation and coordination of environmental impact assessment, including cumulative impact assessment under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth).
- Individual workload management including tracking of time spent against projects.
- Assisting with the preparation of responses to requests for quotation as required.
- Assisting with other administrative duties as required to support MSC.

### Working arrangements

While we are based in Canberra, we primarily work remotely, so it is essential that you have a dedicated office space where you can comfortably work from home. Working arrangements differ between contracts, and you will be able to work flexibly as required, including at times as an embedded officer within government.

### How to apply

Applicants are required to submit a current CV/resume with two referees and a one-page expression of interest (750 words maximum) to [admin@maxwellsc.com.au](mailto:admin@maxwellsc.com.au)

Your submission should outline why you are interested in the position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for the role. Please provide examples which demonstrate your ability to perform the responsibilities of the position.

### Contact

If you have any queries in relation to the role, please contact Andrew on 0435 042 038

### Closing date

Applications close on 3 December 2021.