

A New Approach (ANA)

Role:	Director of Policy
Reports to:	Chief Operating Officer
Location:	Canberra office, open to remote based
Hours:	Full Time (37.5 hrs/wk) ongoing
Full Time Salary:	\$115,000 - \$130,000 plus superannuation

What's on offer

Join the collaborative and friendly team at A New Approach (ANA), Australia's leading arts and culture think tank, to make evident the value and opportunities of Australian arts, culture and creativity. We are looking for a proactive, compassionate and diligent Director of Policy who will provide leadership to our Policy program. The program contributes to ANA's vision of Australia achieving its potential as a cultural powerhouse whose compelling creativity is locally loved, nationally valued and globally influential. We also find time to acknowledge our wins and invest in our people; staff can access regular R&R, a cultural allowance and opportunities to celebrate team success. If ANA is somewhere you'd like to work - and you've got the skills we need - please get in touch.

About A New Approach (ANA)

A New Approach (ANA) is Australia's leading think tank focused on arts and culture. Through credible and independent public leadership, ANA helps build an ambitious and innovative policy and investment environment for arts, culture and creativity. We work to ensure Australia can be a great place for creators and audiences, whoever they are and wherever they live. ANA's Board, Reference Group, Philanthropic Partners and staff share ANA's vision of Australia achieving its potential as a cultural powerhouse whose compelling creativity is locally loved, nationally valued and globally influential.

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Key responsibilities

The Director of Policy is responsible for policy-focused analysis and engagement activities that contribute to ANA's purpose of promoting and advancing the positive effects of arts, culture and creative activity in contemporary Australian society.

This includes leading analysis and review of complex policy issues; identifying emerging issues and; developing evidence-based options and strategies in collaboration with the Director of Research and Analysis. The Director of Policy also fosters constructive discussion with policy makers at all levels of government, with timely insights, up-to-date, independent evidence and advice framed by an opportunity mindset.

Working collaboratively with ANA's Research and Engagement teams, the position delivers on ANA's work to champion bold public policy settings for arts, culture and creativity. Reporting to the Chief Operating Officer and working closely with the Chief Executive Officer, the position will directly supervise up to two staff and manage a number of small project teams.

This role includes the following duties:

- Advance ANA's work by undertaking policy analysis and engagement to inform policy making at all levels of government.
- Prepare and contribute to proposals, briefing papers and reports for ANA for a range of audiences including investors, government and business.
- Build and maintain key relationships with political offices, government departments, business organisations, community groups, research organisations and professionals, and other relevant stakeholders
- In support of ANA's Strategic Plan, lead and manage policy projects including the management of budget, project planning, scope and project contributors to ensure the timely delivery of outcomes that support the vision and goals of ANA.
- Provide expert advice and information to support ANA staff through policy advice, briefings and presentation material that considers ANA goals,

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stakeholder perspectives, contexts and opportunities.

- Provide strategic advice regarding broad policy trends, opportunities and threats that assists with the successful delivery of ANA's Strategic Plan.
- Act as a policy subject matter expert in ANA's ongoing program planning.
- Collect latest news and information related to policy areas of relevance and proactively manage relationships with key experts. Inform the broader ANA team of latest developments and key opportunities.

The ideal candidate will be:

- Skilled in analysing and researching public policy, and communicating persuasively on policy relevant matters
- Invigorated by ANA's purpose of promoting and advancing the positive effects of arts, culture and creative activity in contemporary Australian society
- Motivated by the opportunity to shape this new role
- Pragmatic, energetic, hopeful and ready to roll up their sleeves to get the job done

Selection Criteria

Essential

- Qualification in public policy or equivalent experience working within public policy in government
- Demonstrated experience in providing high level policy advice, within or outside government
- Ability to produce high quality written presentations, proposals and briefings, adapted for different audiences
- Strong understanding of the political, parliamentary and legislative processes at Local, State/Territory and Federal level
- Experience in strategic government relations and/or in establishing relationships and projects with, or consulting to, the government sector
- High level interpersonal and relationship management skills, including a proven ability to discern, communicate, present to and negotiate with a range of internal and external stakeholders

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- Comfortable with learning and using new technologies and systems, including those for developing and maintaining relationships remotely

Desirable

- Experience and networks in some or all of the philanthropy, government, cultural and creative industries, and for-purpose/social impact sectors
- An understanding of behavioural/social change in a policy context
- Knowledge of arts and cultural policies and organisations in Australia
- Experience in change management environments

Other competencies and attributes

- An understanding of, and commitment to, the non-partisan nature of ANA's work
- Ability to pay close attention to detail in a dynamic environment
- Well-organised and anticipates next steps
- A collaborative, non-territorial style, to achieve outcomes
- Bias for quality and action, with a focus on completion

Additional information

A New Approach (ANA) is based in Canberra, ACT. We are open to flexible, remote, and/or shared workload in other locations for the most suitable applicant. ANA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We welcome applications from First Nations peoples, all cultural and linguistic backgrounds, all genders and people with disabilities.

How to submit an application

Please submit a CV and two page cover note outlining your experience and competencies for this role. For further information and to submit an application please contact Paul MacPhail via coo@newapproach.org.au.

Applications close 5pm AEDT, Monday 10th April, 2023.