Job Description:
Australia Deputy Director / Senior Associate

Global Shield is an international advocacy organisation dedicated to reducing global catastrophic risk. We deliver high-impact policy advocacy tailored to the countries we work in, reducing humanity's exposure to global catastrophes.

Our Australia Office is seeking a new Deputy Director or Senior Associate to help deliver its rapidly developing policy advocacy agenda in 2027. This is a senior role in a small and nimble team. This role's work will have a particular focus on artificial intelligence (**AI**) risk, but will also involve work on critical infrastructure security, biosecurity, food security, and emergency management.

We are looking for someone who has strong initiative, believes in Global Shield's mission, and is excited at the prospect of helping to cement the Australia Office in Canberra's policy ecosystem as it enters its third year of operations. Australia plays a key role in Global Shield's global advocacy strategy, and this position provides significant potential for impact and professional growth.

- **Position:** Deputy Director or Senior Associate, depending on experience. Full-time, ongoing (currently funded until at least early 2028).
- **Salary:** AU$90,000–140,000 depending on experience and level, plus superannuation.
- **Location:** Remote work from the Canberra region (flexibility for remote work from elsewhere in Australia for exceptional candidates able to travel regularly to Canberra).
- **Reporting structure:** Reports to the Australia Director, Devon Whittle.
- **Work authorisation:** This position is not eligible for employment visa or work authorisation sponsorship.
- **Application information:** Apply here.
    - Applications close **Sunday, 20 December 2026 at 11:59 PM AEDT.**
    - **Applications will be assessed on a rolling basis, so we strongly recommend applying early.**

What you'll be doing

The successful candidate will work alongside the Australia Director to set and deliver Global Shield's policy advocacy agenda in Australia, and support the operations and administration of the Australia Office.

Responsibilities will include designing and delivering individual policy workstreams, drafting submissions and communications materials, building relationships with key stakeholders, and representing the organisation with senior officials, policymakers, experts, and the media.

Our ideal candidate would bring experience and networks in Australian politics (including as an advisor or staff member in a parliamentary office), policymaking (particularly at a Federal-level government department relevant to Global Shield's work), journalism, or the Australian think tank ecosystem. A passion for Global Shield's mission of reducing global catastrophic risk is also essential.

Key Responsibilities

Strategy and advocacy leadership

- Contribute to shaping and delivering Global Shield Australia's advocacy strategy.
- Independently develop and execute strategic plans to deliver concrete policy changes, including by leading on specific policy workstreams from start to finish to identify opportunities, develop policy asks, build support, and secure outcomes.
- Represent Global Shield in high-level meetings with ministers and their offices, parliamentarians, senior officials, and other stakeholders.

Stakeholder engagement

- Build and maintain productive, non-partisan relationships with parliamentary offices, government departments and agencies, civil society groups, think tanks, and the media.
- Identify and secure media opportunities including podcasts, radio appearances, op-eds, and articles to raise Global Shield's profile and shape the policy narrative.
- Draft compelling op-eds, thought leadership, press releases, talking points, and other media materials.

Policy analysis and advocacy

- Draft and oversee the preparation of persuasive submissions, briefing papers, policy proposals, meeting briefs, and talking points.
- Research and analyse relevant Australian policy, legislative and regulatory developments and options to reduce catastrophic risk.

Other Responsibilities

- Support the Australia Director in identifying and pursuing opportunities for future funding for the organisation.
- Support the administration of Global Shield Australia's board and ensure the organisation meets its governance and regulatory obligations.

What we're looking for

We are looking for individuals who share our values and possess the audacity to tackle global challenges. Global Shield expects its staff to align with our organisational values: we are influential, collaborative, creative, effective and audacious.

Required skills and experience

- **Policy-making or advocacy experience:** typically 5+ years experience for a Senior Associate, or 7+ years for a Deputy Director, in one or more of: a ministerial or parliamentary office, a federal government agency, government relations or public affairs, or a non-profit or think tank working in a relevant policy area.
- **Subject matter:** expertise or demonstrated interest in building expertise in an area of global catastrophic risk, in particular in relation to AI.
- **Australian policy ecosystem:** a solid understanding of how policy is made in Canberra and good political judgement; well-developed policy research, writing, and analytical skills.
- **Relationship-building:** relevant existing networks or proven ability to build such networks; deep familiarity with the Australian political, policy and/or media ecosystem; understanding of how to credibly engage with relevant stakeholders.
- **Communication skills:** exceptional written and verbal communication skills, able to convey complex topics clearly and persuasively.
- **Independence:** able to think strategically, identify opportunities, and run initiatives with minimal review and direction.
- **Comfort with hybrid work:** much of our day-to-day work is completed from home or other remote work locations. However, this role will require significant in-person time in Canberra, meeting with other team members based there, and independently supporting and advancing advocacy efforts.

Valued skills, interests and experience

We recognise that this is a unique position. The characteristics listed here are indicative of what would be particularly useful to succeed in this role. **However, we do not expect the successful candidate to exhibit everything listed.** Even if you do not have all of the skills and experiences set out here, but believe you can undertake this work to a high standard, we strongly encourage you to apply.

At the Senior Associate level, we would value some or all of these characteristics:

- **Policy research, analysis, and writing:** a track record of researching and drafting submissions, briefing papers, or policy proposals for senior policymakers or parliamentary audiences.
- **Communications:** experience drafting op-eds, media materials or talking points, or supporting media engagement.

In addition to the Senior Associate characteristics, at the Deputy Director level, we would also value some or all of:

- **Leadership:** experience managing people, projects, and/or budgets.

- **Representation:** experience speaking for an organisation, such as with the media, or speaking at public forums and parliamentary inquiries.
- **Track record**: demonstrated success advancing a policy objective in a complex, multi-stakeholder environment.

Why join Global Shield?

- Influence high-impact policy issues in a globally significant context.
- Significant opportunity to shape and contribute to Global Shield Australia's high-impact work.
- Join a collaborative, innovative, and mission-driven work environment.
- Competitive remuneration and supportive professional development.

How to apply

Please submit an application and CV here by **Sunday 20 December 2026 at 11:59 PM AEDT.**

Applications will be assessed on a rolling basis, so we strongly recommend applying as early as possible.

Contact us

If you have any questions, please email Australia [@] globalshieldpolicy.org with the subject "Question: Australia Deputy Director / Senior Associate".

Global Shield is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and encourage applicants from all backgrounds to apply.