

SOPHIE ANDERSON

Policy & Planning Officer | Victorian Public Service (VPS 4-5)

Phone: 0400 000 000 Email: sophie.anderson@email.com Location: Melbourne VIC 3000 LinkedIn: linkedin.com/in/sophieanderson

PROFESSIONAL SUMMARY

Analytical Policy and Planning Officer with 3.5 years of experience developing policy, strategic plans and advice in Victorian Government agencies. Skilled in research, consultation, data analysis, planning frameworks, briefing and program evaluation. Known for clear writing and turning evidence into practical recommendations for senior decision-makers. Right to work in Australia; Working with Children Check current.

PROFESSIONAL EXPERIENCE

Senior Policy & Planning Officer (VPS 5) Feb 2025 – Present
Department of Transport and Planning, Melbourne VIC

- ◆ Develop planning policy options and briefs for a state-wide housing reform affecting 79 councils.
- ◆ Lead consultation with councils, industry and community groups and summarise submissions.
- ◆ Draft ministerial briefs, cabinet inputs and correspondence, with 95% cleared first pass.
- ◆ Analyse spatial and demographic data to inform land-use recommendations.
- ◆ Coordinate cross-department working groups and track implementation.

Policy Officer (VPS 4) Sep 2023 – Jan 2025
Department of Health, Melbourne VIC

- ◆ Researched and wrote policy papers and briefing notes on regional planning.
- ◆ Prepared program evaluation reports that informed a \$15M funding decision.
- ◆ Managed 20+ stakeholder submissions and consultation reports.
- ◆ Supported committee meetings and drafted minutes.

Graduate Policy Officer (VPS 3) Mar 2023 – Aug 2023
Department of Premier and Cabinet, Melbourne VIC

- ◆ Assisted with research, data analysis and policy briefs.
- ◆ Prepared meeting papers and stakeholder summaries.

EDUCATION

Master of Urban Planning
University of Melbourne, VIC – 2022

VOLUNTEERING

Planning Volunteer 2022 – Present
Melbourne Community Planning Network, VIC

- ◆ Review neighbourhood plans and write submissions to local councils.

KEY CAPABILITIES

- ◆ Policy research and analysis
- ◆ Strategic and land-use planning
- ◆ Consultation and engagement
- ◆ Briefing and correspondence
- ◆ Data and spatial analysis
- ◆ Program evaluation
- ◆ Cross-agency coordination
- ◆ Report writing
- ◆ Risk and options assessment

TECHNICAL SKILLS

ArcGIS QGIS Excel PowerBI

Word PowerPoint SharePoint

Microsoft Teams

KEY ACHIEVEMENTS

- ◆ Shaped a state-wide housing reform across 79 councils.
- ◆ 95% of briefs cleared first pass.
- ◆ Secretary’s Award for Policy Excellence, 2025.

TRAINING & CERTIFICATIONS

- ◆ Planning Institute of Australia Member
- ◆ Policy Development Course
- ◆ Writing for Government
- ◆ Victorian Public Sector Values Training
- ◆ GIS for Planners

WORK RIGHTS & AVAILABILITY

Right to Work in Australia
Working with Children Check current

Availability
4 weeks notice; Melbourne, hybrid or flexible

REFEREES

Available on request.