

NICOLE FERREIRA

Senior Policy Advisor | Australian Public Service (EL1-EL2)

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PROFESSIONAL SUMMARY

Strategic Senior Policy Advisor with 3.5 years of experience shaping policy and advice for Ministers and senior executives. Skilled in policy design, Cabinet and legislative processes, evidence synthesis, stakeholder negotiation and whole-of-government coordination. Known for sound judgement, persuasive writing and turning complex issues into clear recommendations. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Senior Policy Advisor (EL1) Jan 2025 – Present
Department of the Prime Minister and Cabinet, Canberra ACT

- ◆ Lead policy development on a \$120M reform, advising the Deputy Secretary and Minister’s office.
- ◆ Draft Cabinet submissions, ministerial briefs and speeches, with 95% cleared first pass.
- ◆ Negotiate positions across 6 agencies and 20+ external stakeholders through consultation and working groups.
- ◆ Supervise 3 policy officers, providing coaching on analysis and writing.
- ◆ Design evaluation frameworks that inform future funding decisions.

Policy Adviser (APS 6) Sep 2023 – Dec 2024
Treasury, Canberra ACT

- ◆ Analysed economic and social data to develop options for a \$45M program.
- ◆ Provided secretariat and advice to an interdepartmental committee.
- ◆ Reviewed exposure draft legislation and prepared explanatory materials.
- ◆ Wrote briefs for parliamentary committees and Senate Estimates.

Policy Officer (APS 5) Mar 2023 – Aug 2023
Department of Social Services, Canberra ACT

- ◆ Researched policy issues, drafted briefs and maintained stakeholder registers.
- ◆ Prepared correspondence for the Minister and Secretary.

EDUCATION

Master of Public Policy
Australian National University, ACT – 2022

VOLUNTEERING

Policy Committee Member 2022 – Present
Australian Policy Network, Canberra ACT

- ◆ Review submissions and organise monthly policy seminars.

KEY CAPABILITIES

- ◆ Policy design and options analysis
- ◆ Cabinet and legislative processes
- ◆ Ministerial and executive advice
- ◆ Stakeholder negotiation
- ◆ Evidence synthesis and evaluation
- ◆ Whole-of-government coordination
- ◆ Strategic writing
- ◆ Team supervision and coaching
- ◆ Risk and implementation planning

TECHNICAL SKILLS

Microsoft Word

PowerPoint

Excel

Power BI

SharePoint

Content Manager

Microsoft Teams

R (basic)

KEY ACHIEVEMENTS

- ◆ Secretary’s Commendation for policy advice, 2025.
- ◆ Delivered 80+ briefs with 95% first-pass clearance.
- ◆ Led consultation shaping a \$120M reform design.

TRAINING & CERTIFICATIONS

- ◆ APS Leadership Foundations – APS Academy
- ◆ Cabinet Process Workshop
- ◆ Regulatory Impact Analysis Training
- ◆ Writing for Government
- ◆ Protective Security Awareness Training

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Canberra based, hybrid or flexible

REFEREES

Available on request.