

## **POSTDOCTORAL RESEARCH PROGRAM MANAGER**

- Full-time one-year fixed term with the possibility for extension
- Located in Canberra
- Develop your research career and contribute to the Australia Institute's ongoing research program
- Competitive remuneration and salary packaging options

### **About the opportunity**

The Australia Institute is Australia's leading independent think-tank. We produce high-quality, timely research designed to have impact across a broad range of economic, social, accountability and environmental issues.

We are looking for a Postdoctoral Research Program Manager to oversee the Australia Institute's new Postdoctoral Research Program. This is a new program designed to help Postdoctoral researchers learn how to put their research into action by developing skills to make it easier to communicate and disseminate research to policymakers, key stakeholders, and the general public.

### **Key Responsibilities**

The role requires the management and supervision of the Postdoctoral Researchers, critical assessment and review of the research being undertaken, evaluation of research proposals and the coordination of grant applications.

### **About you**

We are looking for people who believe research matters and who want to use their research to drive important public policy debates in Australia. The ideal person will have:

- Tertiary qualifications (PhD preferred)
- Experience managing a research team
- Strong skills in reviewing academic literature, writing, editing and project planning
- Strong writing and editing skills
- Experience preparing reports and public submissions
- Experience in grant writing
- Excellent interpersonal and communication skills
- A demonstrated ability to work collaboratively
- Strong interest in policy debate and public institutions

### **About us**

Our work is designed to influence and persuade policymakers and politicians and to shift the public debate. We are fiercely non-partisan, but we don't shy away from engaging in debates on ideas. We believe in democracy, and our work is aimed at a better, more informed democratic debate.

Further information about our programs and priority research areas can be found on our website [www.australiainstitute.org.au](http://www.australiainstitute.org.au)

## **We offer**

- The opportunity to work in Australia's leading independent think-tank
- Competitive leave provisions: Annual Leave, Cultural Leave, Gifted Leave over Christmas/New Year
- Employee Assistance Program
- Commitment to supporting professional development

## **To apply**

Applicants must have the right to live and work in Australia to apply.

To apply, please provide a copy of your CV, contact details for two referees, and a letter no longer than two pages:

- Telling us about you and your motivation for applying for the role,
- Describing your experience, knowledge, skills and abilities, and
- How the knowledge gained in your studies could be used to influence a significant public policy issue currently facing Australia.

Please send your application to [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au)

For further questions or information regarding these opportunities, please email your request to [recruitment@australiainstitute.org.au](mailto:recruitment@australiainstitute.org.au), and we will get back to you.