

## POSITION DESCRIPTION

Job Title:	<b>Leader, Major Research Projects</b>
Department:	Policy and research
Classification:	Full Time, 24 month Fixed Term Contract Short term appointments or secondments will be considered
Location:	Canberra, ACT
Prepared By:	Kim Houghton, General Manager – Policy and Research (GMPR)

### Position Objectives

- Influence the Regional Australia Institute's (RAI) Intergovernmental Shared Inquiry Program, and design and deliver high profile research projects;
- Innovative and creative analysis of in-house and external data resources to provide answers on complex regional development questions; and
- Work in partnership with the RAI Executive Management Team and other RAI staff to ensure that robust and rigorous research methodologies are followed, and that reporting and communications are of the highest standard.

### Organisational Relationships

Reports to:	General Manager – Policy and Research (GMPR)
Directly Supervises:	Research Assistants
Coordinates:	External consultants

### Key Responsibilities and Duties

Key responsibilities include the following. (Other duties may be assigned).

- Lead the implementation of major research projects including;
  - Develop project concepts and implementation approaches.
  - Prepare project plans and monitor progress.
  - Undertake research and preparation of research, policy and other products.
  - Conduct and manage quantitative analysis using RAI and other data sources.
  - Conduct and manage qualitative research in the field.
  - Manage stakeholder engagement and other communication activities across projects.
  - Project management including supervision of staff and outsourced research components and meeting milestones.
- Lead the completion of the *Future Regional Jobs* Inquiry Program;
- Develop policy briefings, internal policy papers, opinion pieces, conference presentations and other policy information resources on a range of policy issues impacting on the future of regional Australia as required;
- Liaise with policy makers, other think tanks and researchers to understand the policy context, issues and state of the evidence;
- Provide policy advice, briefings and support to the CEO and General Manager - Policy and Research; and
- Other duties as requested by the GMPR and CEO.

## Key Selection Criteria

- Evidence of a strong background in policy and research closely related to the theme of *future jobs and workforce development needs in regional Australia*;
- Advanced quantitative research skills using a variety of software;
- Evidence of a strong background in policy formulation and review;
- Demonstrated ability in research project design and delivery;
- Excellent written and oral communication skills;
- Demonstrated supervisory experience and ability to provide effective coordination capability within a team under the pressure of rapidly changing workload and simultaneous multiple projects to meet competing deadlines;
- A thorough understanding of issues and opportunities currently facing regional Australia in relation to economic and community development.

## Qualifications and Experience

**Desirable:** Demonstrated experience working within the policy process;  
Postgraduate (Honours / Masters / PhD) qualifications in Economics, Business or other relevant field;  
A strong track record of high performance in a similar role.

**Mandatory:** Tertiary qualifications in Economics, Business or another related field of study; and  
At least 5 years of experience in an applied economics policy environment.

**END.**