

POSITION DESCRIPTION

Position Title:	Senior Research and Policy Officer
Appointment:	Part-time, fixed-term employment contract [0.6 to 0.8 FTE by agreement]
Location:	Canberra is preferred, but working is remote at this time
Reporting to:	Director, Policy and Projects
Direct reports:	No direct reports. Supervision of Research Officers as directed by Director, Policy and Projects
Remuneration:	\$85,000 FTE inclusive of 15% superannuation [Pro-rata] As a charity, we can offer attractive salary sacrifice options, e.g. mortgage payments, rent, meals and entertainment.
PD Updated:	November 2021

Australian Council of Learned Academies (ACOLA)

Research-based Interdisciplinary advice to shape national policy and dialogues

ACOLA is the forum whereby Australia's independent Learned Academies* come together to develop independent, innovative and research-based advice and solutions to complex global problems and emerging national needs, and contribute to, and inform national policy.

With increasing multitudes of information and dis/misinformation, access to trusted expert advice is crucial to instil confidence, provide clarity in times of uncertainty and support good policy. With a legacy spanning over five decades, ACOA's purpose and capabilities uniquely respond to this need.

We are seeking a passionate individual to join the journey, excitement, and intellectual stimulation of being part of ACOA.

We are open to flexible working arrangements (days and time) to support your research, family or life commitments.

Role of the Senior Research and Policy Officer

The Senior Research and Policy Officer will report to ACOA's Director, Policy & Projects. The role supports the team in managing a variety of research projects and contracts as directed. This will involve building strong relationships with stakeholders, particularly the Learned Academies and their Fellows, the Office of the Chief Scientist, Australian Government Departments, and the Australian Research Council.

The role has a key focus on synthesising research-based evidence and expert insights and opinion into digestible and actionable policy insights project management and research, writing and analysis. The role will also help to develop ACOA's position as a body for interdisciplinary research, through liaison with external stakeholders.

You will have opportunities to meet and engage with Australia's leading minds, including participating in workshops, discussions, briefings and seminars on a range of emerging technologies and critical issues ACOA and its members are progressing.

If you are passionate about wicked problems and unbiased evidence really informing policy – then ACOA could be the place for you.

***Australia's Learned Academies:** Australian Academy of the Humanities, Australian Academy of Science, Australian Academy of Health and Medical Science, Academy of the Social Sciences in Australia and Australian Academy of Technology and Engineering

Key responsibilities

The Senior Research and Policy Officer will:

- assist or lead, the timely and effective development and management of projects, especially on:
 - data, as part of ACOLA's project with Australian Research Data Commons (ARDC)
 - energy transition research – as part of our net zero project, and
 - Indigenous knowledges.
- manage ACOLA's parliamentary briefing series with the Australian Parliamentary Library
- assist in monitoring national and international developments on key and emerging topic areas
- assist in managing ACOLA's public presence, such as website updates and social media, and
- engage and maintain relationships with key stakeholders.

Key attributes

- A well-developed interest in and understanding of at least some of the major scientific, societal and technological challenges facing Australia.
- Demonstrated experience in useful and impactful writing, e.g. correspondence, project reports, policy statements, event invitations, social media and minutes.
- Excellent analytical, research, writing and problem-solving skills with the ability to analyse, synthesis and translate large amounts of information across research disciplines and present it in an accessible, balanced policy-relevant manner.
- Excellent time management and prioritisation skills, including the capacity to work to deadlines, and a demonstrated ability to work both autonomously and in a small team.
- Demonstrates initiative and is proactive in their approach to work.
- Highly developed communication and interpersonal skills including the ability to build and maintain internal and external relationships with government, industry and academia across all levels.
- Experience in planning, coordinating and running events and meetings.
- Experience in project planning and coordination, including developing project plans and anticipating stakeholder requirements.

Desirable

- Post-graduate degree
- Experience in policy development and science communications
- Experience with communications, web content and social media management
- Experience with supervising staff on research projects
- Some experience in managing events and meetings, such as consultations, workshops, seminars, etc.

Benefits and culture

- Opportunities to meet and engage with Australia's leading minds, including opportunities to attend briefings and seminars on a range of emerging technologies and critical issues ACOLA and its members are progressing.
- As a registered charity for tax purposes, ACOLA employees can access attractive salary packaging opportunities, including mortgage payments, rent, meals and entertainment.

Other role related information

- Interstate travel may be required from time to time.
- Occasional out of office hours work may be required.
- Applicants must have permission to work in Australia

Application process

To apply for this role please submit your application by email to connect@acola.org.au by 5pm, Monday 22 November 2021. ACOLA may close this process anytime without publication or notification.

Applications must provide: a CV, an up to two-page pitch (on why you are passionate about the role and your capabilities against the position description) and contact details for at least two referees.

To discuss your interest in the role please contact ACOLA's CEO, Ryan Winn by email (connect@acola.org.au) or by phone during business hours (0484 814 040).

