

Position title	Research Program Manager
Reports to	Head of Research Program
Supervises	n/a
Internal relationships	All AHURI staff
External relationships	AHURI partners and stakeholders across universities and government plus community and industry sectors.
Hours of work	Fulltime
Location	Melbourne CBD, but interstate travel will be required
Tenure	Permanent fulltime position
Salary	Base Salary \$90,000- \$100,000 Package \$99,000 – \$110,000 (including 10% superannuation) Please note that AHURI Limited provides the opportunity for employees to salary package
Performance review	3-month probation review

POSITION PURPOSE

To play a key role in the delivery of AHURI’s flagship National Housing Research Program and the emerging National Cities Research Program.

The role will support the quality of research outputs produced through AHURI’s research programs by managing efficient and rigorous processes, building effective relationships with partner universities and contributing content expertise in the delivery of future research agendas.

DUTIES AND RESPONSIBILITIES

Research Program quality assurance

- Lead quality assurance tasks for the AHURI publications series, including proofreading, peer review and editorial advice.
- Support administration of funded research activities including monitoring timelines, deliverables and research communications.
- Lead implementation of development cycles including Research program project plans, continuous improvement of processes and assurances of quality and timeliness.

Research and Policy development

- Develop content expertise and knowledge of the AHURI evidence base.
- Contribute to the development and writing of AHURI research agendas and briefs, government submissions, project proposals, tender submissions and research reports, and on occasion academic publications.
- Assist in the delivery professional services research projects, the collection and analysis of primary data (quantitative and qualitative), and program evaluation projects to a high standard and in a timely manner.

Team work and communication

- Work closely with the Research Group and across project teams in the implementation of AHURI's Research Programs, research activities and AHURI events.
- Communicate effectively with university participants and stakeholders via videoconference, email and face to face meetings.

KEY COMPETENCIES

Qualifications and experience

- Advanced research degree (MA or PhD level) or equivalent experience.
- Understanding of housing, homelessness, urban, social and economic policy issues in Australia.

Research skills

- Understanding of research methods and approaches, including skills in research assessment.
- Editorial skills and ability to critique and edit reports.
- Ability to work effectively under limited supervision including self- managing the progress of quality report-drafting in order to meet deadlines.

Management skills

- Management experience —setting priorities, ensuring efficiency and currency of processes and management systems.
- Experience in the operational management of contracts and projects—the development of contracts and budgets, checking contractual obligations, monitoring timelines and reporting.

Relationship management and communication

- Highly developed relationship skills including the ability to effectively engage with university partners, senior policy makers, and a diverse range of clients, respecting confidentiality and demonstrating understanding of stakeholder viewpoints.
- Excellent writing skills with attention to detail and ability to write quickly, clearly and concisely for a range of audiences.
- Public speaking and presentation skills.



Position Description

April 2022

APPLICATIONS

Applicants should submit a resume and cover letter addressing the key competencies and providing any other information relevant to the position.

All applications will be treated confidentially.

Applications close **Thursday 26 May 2022** and should be addressed to:

Dr Anne Badenhorst

Head of Research Program

Australian Housing and Urban Research Institute

Level 12, 460 Bourke St

Melbourne Victoria 3000

Phone: 03 9660 2313

Email: anne.badenhorst@ahuri.edu.au