



**Research Analyst / Research Manager
AHURI Professional Services**

Position status

This is a permanent full-time position

Location

This position is based in Melbourne CBD and may involve occasional interstate travel

Remuneration

Package commensurate with skills and experience
(Approx. \$120K including super)

The position

The Australian Housing and Urban Research Institute (AHURI) is seeking a talented Research Analyst with initiative and drive to join our Professional Services Team. The position will focus on research, analysis, and research management, and establishing professional connections with sectors relevant to the work of AHURI.

AHURI's Professional Services Team provides a range of services to governments and not-for-profit and private sector organisations and leads the business development activity for the Institute. Professional services provided by AHURI include program evaluation, evidence review and research synthesis, facilitation of research-to-policy development workshops and seminars, and original research to support housing, homelessness and cities policy or program development options.

The successful applicant will help the business grow and reap opportunities to use their creativity and leadership skills to develop in the role. Working within a small, dynamic team, the role requires intensity, focus and a commitment to delivering high quality outputs. You will draw on your rigorous research skills, project management experience, excellence in written and verbal communication, and understanding of public policy processes, to thrive in a fast-paced environment.

Organisational background

AHURI is a national, independent research network with an expert not-for-profit research management company, AHURI Limited, at its centre.

AHURI is the only organisation in Australia dedicated exclusively to housing, homelessness, cities, and urban research and has a public good mission to deliver high quality, policy-relevant evidence to support better housing and urban outcomes. Our work informs the policies and practices of governments and industry and supports informed debate in the broader Australian community.

AHURI is comprised of four core teams: Professional Services, Research Management, Marketing and Communications, and Corporate Services. Staff are experts in research management, research synthesis, knowledge transfer and research dissemination—including event design and management, and evidence informed facilitation.

AHURI Limited manages the National Housing Research Program, including a network of University Research Centres throughout Australia, convenes the biennial National Housing Conference and the biennial National Homelessness Conference, conducts other events to engage the research, policy, and practice communities, and supports the development of research capacity building.

Organisational relationships

Reports to: Head of Development

Internal relationships: Manager, Professional Services
Professional Services staff
Research Services staff
Marketing and Communications staff
Corporate Services staff
Managing Director

External relationships: Professional services clients and potential clients from the Australian Government, state and territory governments, community sector agencies and peaks, and the private sector, and University partners in the AHURI research network

Duties and responsibilities

The successful candidate will be required to be proficient in project planning and research management, will undertake primary and secondary research to support the work of AHURI Professional Services, and will be responsible for production of project reports, research papers and other outputs to a high professional standard.

Research

- Lead the delivery of professional services research projects, the collection and analysis of primary data (quantitative and qualitative), to a high standard and in a timely manner
- Prepare and provide commentaries on the scope and quality of research evidence
- Produce high quality written outputs to strict deadlines
- Prepare presentations of research findings

Project management

- Contribute to the project management of professional services projects, including program evaluations and evidence reviews and other applied research projects
- Contribute to the development of research briefs, government submissions, project proposals, tenders, and related documents
- Collaborate with other members of the Professional Services Team in the production of research outputs

Team participation and communication

- Work closely and effectively with the Professional Services Team and across other teams
- Communicate effectively with stakeholders via email, in online and face-to-face meetings, and at workshops and events
- Prioritise and manage competing project demands
- Work as part of a small team and contribute to the overall activities of AHURI
- Maintain high standards of professional behaviour and conduct that support the mission and values of AHURI

Selection criteria

Qualifications and experience

- Advanced degree (Masters or PhD) or equivalent experience in a relevant field
- Demonstrated understanding of research consultancy, program evaluation and evidence-based reviews

Research skills

- High level conceptual and analytical capacity, with the ability to source, evaluate and synthesise evidence from a range of relevant sources
- Thorough understanding of research quality, methods, and approaches, including skills in research assessment
- A demonstrated ability to work effectively under limited supervision, including self-managing the progress of quality report-drafting to meet deadlines

Project management skills

- Demonstrated experience in the development of tenders, project briefs and project plans tailored to the requirements of clients
- Demonstrated experience in the operational management of projects—monitoring timelines, achieving milestones, and reporting

Relationship management, communication, and interpersonal skills

- Highly developed interpersonal and relationship skills, including the ability to engage effectively with senior academics and policy makers and a diverse range of clients, respecting confidentiality and demonstrating sympathy for stakeholder viewpoints
- Excellent writing skills, with attention to detail and ability to write quickly, clearly, and concisely for a range of audiences
- Demonstrated capacity to work as a member of a team in a cooperative and collegial manner
- Well-developed organisational, administrative, and time-management skills

Contact for further information

Dr Tom Alves – tom.alves@ahuri.edu.au

How to apply

Send your application, including a CV and a cover letter addressing the selection criteria, directly to Dr Tom Alves, Head of Development (tom.alves@ahuri.edu.au)