



Position Description

Head of Research Program

Position status

This is a permanent full-time position.

Location

This position is based in Melbourne CBD and will involve some interstate travel.

Salary

Between \$167,250.00 (base + \$17,250 11.5% super) to \$183,975 (base + \$18,975 11.5% super)

ORGANISATIONAL BACKGROUND

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

As the only organisation in Australia dedicated exclusively to housing, homelessness, cities and related urban research, AHURI is a unique venture. Through our national network of university partners, we undertake research that supports policy development at all levels of government, assists industry in improving practice and informs the broader community.

Our Vision: Better outcomes for housing and communities through credible and independent evidence.

Our Mission: Working collaboratively to inform and impact better policy and practice in housing, homelessness, and urban issues.

BACKGROUND TO THE POSITION

AHURI is seeking an experienced manager to undertake the role of Head of Research Program. This position reports directly to the Managing Director and regularly liaises with members of the AHURI Board as well as Research Centre Directors at each of our member universities.

The Research Program team provides a range of research services including oversight, management and administration of the National Housing Research Program, support of AHURI's professional services and support of AHURI's marketing, communication and events.

As Head of Research Program, you have the demonstrated management and leadership experience to undertake the following:

- Lead and manage the day-to-day operations of the Research Program group
- Provide corporate leadership for the company and strategic advice to the Managing Director on all company matters, including being an active member of the AHURI Executive team and representing AHURI to a range of high level external stakeholders
- Oversee the quality, relevance and cost effectiveness of the National Housing Research Program, the Institute's premier research program
- Act as the delegate for the Managing Director as and when required

- Actively contribute to and deliver the transfer of research into policy development through public speaking, facilitation of events and through the media
- Provide strategic advice and oversight, and work with the Executive team to monitor performance consistent with the strategic goals of the company.

ORGANISATIONAL RELATIONSHIPS

<u>Reports to:</u>	Managing Director
<u>Supervises:</u>	Research Program Managers (x2) Research Administrator
<u>Internal relationships:</u>	Head of Marketing and Communications Head of Development Head of Corporate Services other key staff within AHURI AHURI Board Directors
<u>External relationships:</u>	AHURI Research Centre Directors University-based researchers University grants and administration offices the Australian Government and state and territory governments community sector and industry stakeholders.

KEY COMPETENCIES

The primary responsibilities of the position, in contributing to the overall leadership of AHURI, are:

Leadership

- Demonstrated leadership and management experience and willingness to contribute to the administration of the company
- Highly developed project management skills and ability to set priorities and plan and organise complex tasks
- Demonstrated capacity to work as a member of a team in a cooperative and collegial manner
- Ability to lead, manage and develop employees
- Undertake regular performance reviews and appraisals and ensure compliance with all HR/IR requirements.

Research management

- Oversee the delivery of the National Housing Research Program including continual improvement in the timely delivery of high quality, policy relevant research to the policy and practice communities
- Through effective engagement with the policy and research communities, maintain the relevance and impact of the National Housing Research Program
- Oversee the processes for assurance of quality of research outputs as Editor of the AHURI Report Series

- Establish and maintain effective relationships with key stakeholders particularly AHURI's university partners, as well as government, commercial and community sector stakeholders
- Provide confidential, rigorous, independent advice to facilitate the use of research evidence in policy development
- Good understanding of research quality, methods and approaches including skills in research assessment and citation conventions.

Communication

- Excellent writing skills with attention to detail and ability to write quickly, clearly and concisely for a range of audiences.
- Undertake high quality presentations to external stakeholders.
- Provide high quality written reports including papers for the AHURI Board.

Qualifications and experience

- Demonstrated understanding of housing, urban, social and economic policy issues in Australia.
- Demonstrated understanding of policy-making processes and the development of evidence-informed policy.
- Advanced degree (MA or PhD level) or equivalent experience.

BEHAVIOUR AND CONDUCT

It is expected that staff work to the AHURI mission and values. It is also expected that they will adhere to all relevant AHURI Policies and Procedures.