



Research Program Officer

Permanent full-time position

- **Role type:** Full time ongoing (unless otherwise negotiated)
- **Hours of work:** 37.5 hours per week
- **Location:** Melbourne CBD - hybrid 3 days per week
- **Salary band:** \$80,000 - \$90,000 plus 12% superannuation per annum

Organisation background

AHURI is a small not-for-profit organisation based in Melbourne. Our mission is: 'Working collaboratively to inform and impact better policy and practice in housing, homelessness, and urban issues'. AHURI commissions, conducts and disseminates high quality research on housing and homelessness to inform the policies and practices of governments, industry, and the community and to stimulate debate in the broader Australian community.

The organisation's primary activity is the National Housing Research Program (NHRP), which is delivered in partnership with a network of universities across Australia. The NHRP is funded by the Australian Government, all state and territory governments, and university partners. We also deliver the National Housing Conference, support a range of events to engage the research and policy communities, and support the development of housing research capacity. Beyond this, AHURI provides professional research services for diverse clients in housing, homelessness, and cities.

The position

This graduate/early career role works as part of a small team to oversee end-to-end research program delivery. The Research Program Officer supports the publication of high-quality reports by Australia's leading housing and homelessness researchers. It undertakes a wide array of writing, editing, review, data management, liaison and administrative tasks, supporting the delivery of all aspects of the NHRP.

The Research Program Officer will have a commitment to quality and a curiosity about the ways in which research is undertaken, communicated and translated to policy. They will also have a strong eye for detail and gain satisfaction from maintaining well running research management processes.

Key Relationships

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| Reports to | <ul style="list-style-type: none">• Senior Manager Research Program |
| Internal relationships | <ul style="list-style-type: none">• Head of Research Program• Research Program Manager• All AHURI staff |
| External relationships | <ul style="list-style-type: none">• Academic researchers and peer reviewers• Copy editors• Contract graphic designers• University administrative staff |

Responsibilities

Research program management

- Assist in editing research guidance documents and application forms
- Support the administration of competitive research application and assessment processes
- Identify prospective peer reviewers for multidisciplinary housing and homelessness research
- Assist in coordinating peer reviews of commissioned research
- Review the accuracy and formatting of referencing in research reports
- Assist with reviewing copy editor comments on reports and researcher revisions to reports
- Assist in proofing graphic designed reports
- Liaise with peer reviewers, copy editors, researchers and administrators as directed.

Research communication and capacity building

- Assist in preparing reports, presentations and other relevant documents
- Contribute ideas to support the communication of published research
- Coordinate in-person and online events, workshops and presentations to research partners, including organising travel and accommodation where needed
- Respond to researcher, stakeholder and community queries about the NHRP as directed.

Research program administration

- Ensure research records are accurate, complete and up-to-date
- Maintain research administration systems
- Assist in monitoring and reporting on the progress of commissioned research
- Identify opportunities to improve research administration systems and processes
- Assist in implementing improvements to systems and processes
- Assist in preparing documentation to support research management and capacity building.

Core Competencies

Essential

- A tertiary qualification in social sciences, humanities, law, business or related discipline
- Ability to understand reports prepared by researchers from a range of disciplines
- Strong writing skills, including the ability to communicate technical information
- Familiarity with academic research and writing protocols, including referencing requirements
- Highly organised and good attention to detail
- Good verbal communication skills
- Demonstrated familiarity with Word, Excel and PowerPoint
- Ability to work flexibly and with initiative as part of a small team.

Desirable

- Interest or experience in the housing and homelessness sectors in Australia
- Interest in or familiarity with public policy development
- Advanced skills in Word, Excel and PowerPoint.