



## **MANAGER, RESEARCH PROGRAM RESEARCH SERVICES GROUP**

### **Remuneration package**

A total remuneration package of \$100,000 + per annum, (inclusive of the superannuation guarantee charge) dependent upon experience and qualifications. Please note that AHURI Limited provides the opportunity for employees to salary package.

### **Position status**

This is a permanent full-time position.

### **Location**

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

### **The position**

The Australian Housing and Urban Research Institute (AHURI) is seeking a talented Manager, Research Program with initiative and drive to join our dynamic team. This position will focus on research management of the National Housing Research Program, and will engage in analysis, research and making connections to inform policy development within sectors relevant to the work of AHURI.

You will draw on your understanding of public policy processes and research methodology, your skills in management, written communication and verbal communication, as well as your ability to thrive in a fast-paced environment. Working with a small, dynamic team, the role requires intensity, focus and a commitment to delivering high-quality outputs.

### **The Research Group**

The Manager, Research Program is positioned within AHURI's Research Group. The Research Group provides a range of research services including oversight and management of the National Housing Research Program which includes the development of the annual AHURI Research Agenda, the operations of the annual Funding Round, the management of research contracts, quality assurance of AHURI's publication series, and support for business development and consultancy activities providing program evaluations, research synthesis analyses, and the facilitation of research-to-policy development workshops and seminars.

### **Organisational background**

AHURI is a national not-for-profit independent network organisation. We are a unique venture. A professional research management company at the centre of a collaborative network of researchers, universities and policy and practice communities nationwide. We fund, conduct, tailor and disseminate high quality research on housing, homelessness and related urban issues, including research specific to Indigenous Australians.

AHURI Limited is the small not-for-profit management company based in Melbourne that leads and manages the work of the Australian Housing and Urban Research Institute. It is comprised of four core teams: the Research Group, the Professional Services Group Communication Services Group and Corporate Services Group. AHURI 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. It also convenes the biennial National Housing Conference, the biennial National Homelessness Conference, supports a range of events to engage the research, policy and practice communities, and supports the development of research capacity building.

AHURI has a public good mission to deliver high quality, policy-relevant evidence for better housing and urban outcomes. Our work informs the policies and practices of governments and industry, and stimulates debate in the broader Australian community.

### **Organisational relationships**

**Reports to:** Director Research, Housing

**Internal relationships:** Research Group staff  
Professional Services Group staff  
Communication Services Group staff  
Corporate Services Group staff  
Executive Director

**External relationships:** Key external relationships are university partners and government stakeholders.

### **Duties and responsibilities**

Activities for the successful candidate will include research management, editing and quality assurance of reports, development of policy advice and supporting the work of the group.

#### **Research and Project management**

- Operational management of AHURI's research management processes and system, and ongoing system improvements. This includes the annual funding round processes, quality assurance and maintenance of Research Management Guidelines and project plans.
- Support research management of funded research activities including reading of submitted reports, assessment of applications and synthesising of research evidence.
- Assist in preparation of reports for AHURI Limited board, government, universities and other stakeholders.
- Quality assurance tasks for the AHURI publications series, including editorial advice and coordinating peer review.
- Establish and maintain effective relationships with key stakeholders particularly government, universities, the commercial and community sectors.
- Assist in the project management of research consultancy projects, evaluations and other activities of the Research Services Group

#### **Policy development**

- Provide rigorous advice to facilitate the use of research evidence in policy development.
- Deliver research and synthesis findings to facilitate the development of evidence informed policy inquiries.
- Provide high quality oral presentations and facilitation of research workshops.

- Contribute to the development of research briefs, government submissions, project proposals, tenders and other related documents.
- Contribute to planning and development of AHURI's national events program.

### **Research**

- Develop content expertise and knowledge of the AHURI evidence base.
- Contribute to the delivery of research consultancy projects to a high standard and on time.
- Produce high quality written outputs to deadlines.

### **Team work and communication**

- Work closely with the Research Services Group and across project teams within AHURI in the implementation of the National Housing Research Program.
- Communicate effectively with university participants and stakeholders via teleconference, email and face to face meetings.
- Prioritise and manage competing project demands.
- Work under fast-paced conditions as part of a small team and contribute to the overall activities of AHURI Limited.

### **Selection criteria**

The requirements for these positions include:

#### **Qualifications and experience**

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

#### **Management skills**

- Demonstrated experience in the development and implementation of management systems and procedures, and ongoing system improvements.
- Demonstrated experience in the management of projects—setting priorities, monitoring timelines, achieving milestones and reporting.
- Demonstrated experience in the operational management of contracts and projects—the development of contracts and monitoring of contractual obligations and setting priorities, monitoring timelines, achieving milestones and reporting in projects.

#### **Research skills**

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

#### **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 sympathy for stakeholder viewpoints.
- Excellent writing skills with attention to detail and ability to write quickly, clearly and concisely for a range of audiences.
- Excellent public speaking and presentation skills.

## **Interpersonal skills**

- Demonstrated capacity to work as a member of a team in a cooperative and collegial manner.
- Self-motivated and takes responsibility for the quality and timeliness of work undertaken.
- High standards of professional behaviour and conduct that support the mission and values of AHURI Limited.

## **Applications**

Applicants should submit a resume and cover letter responding to the selection criteria and providing any other information relevant to the position. Three referees should be nominated and contact details provided upon request. Applications may be submitted in hard copy or electronically by email.

All applications will be treated confidentially.

Applications close COB, **Wednesday 31 October 2018** and should be addressed to:

**Dr Anne Badenhorst**

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