



POSITION DESCRIPTION

Melbourne Institute: Applied Economic & Social Research
Faculty of Business and Economics

Foundation Fellow (multiple positions)

POSITION NO	0045585
CLASSIFICATION	Level A
SALARY	\$77,171 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 2 years
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Rajeev Samarage Senior Research Fellow, Melbourne Institute Tel +61 3 8344 6327 Email melbinst-recruitment@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Melbourne Institute: Applied Economic & Social Research is Australia's leading applied economics and social policy research institute. It has a longstanding history of rigorous study and analysis of economic and social issues affecting broader society. Areas of research include labour markets and employment, social disadvantage, health economics and markets, education and child development, macroeconomics, and public economics. The Melbourne Institute is known for establishing and curating several panel surveys, including Journeys Home, Medicine in Australia: Balancing Employment and Life (MABEL) and Household, Income and Labour Dynamics in Australia (HILDA), as well as working with administrative data, behavioural data and conducting randomized control trials. The Melbourne Institute combines the expertise needed to model and frame policy relevant questions with data and analytical analysis. As a department in the Faculty of Business and Economics, the Melbourne Institute is focused on undertaking academic research and engaging with non-academic stakeholders on a range of projects that help to fulfil its mission of informing Australian Economic and Social Policy.

The Foundation Fellow is a two-year position created to provide an opportunity for highly motivated, highly-qualified post-honours and/or master's degree candidates to gain experience and exposure to the entire research process. The position is designed to prepare individuals wishing to gain valuable training and experience toward a career in academia and/or policy relevant research in economics or public policies. Fellows will be expected to fully engage in the intellectual life at the Melbourne Institute. The Fellow will be supervised by senior research staff in one or more program areas to further projects by collaborating in multiple aspects of quantitative data analysis which include data collection, data analysis and data linkage; as well as report writing. It is expected that the Fellow will provide data and analytical support to team members and will take on more complex tasks over the course of the fellowship. This is an opportunity for candidates with an economics, statistics or data science background. This position also provides room for professional learning and growth, and it is expected that, after the fellowship concludes, Fellows would transition to graduate school or take on a Research Analyst position in government, business or the non-profit sector. Throughout the fellowship program, the successful candidate will receive extensive training to develop the capabilities for undertaking rigorous analysis of policy relevant questions.

The Melbourne Institute is recruiting multiple Foundation Fellows – one position specifically would be working on an exciting research program on 'Developing an Understanding of Economic Disadvantage'. This Foundation Fellow would be known as a 'Breaking Down Barriers Foundation Fellow'.

1. Key Responsibilities

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level **X** academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

(HR will insert the relevant MSAL – but please complete 1.1 to 1.3)

1.1 TEACHING AND LEARNING

▶ n/a

1.2 RESEARCH AND RESEARCH TRAINING

The Foundation Fellow will work on various projects of the Melbourne Institute. Specific duties include:

- ▶ Develop computer programming skills in Stata, R, Python and other related statistical software packages used for data development and quantitative analysis.
- ▶ Prepare analysis ready data sets from large, longitudinal, unit-record surveys and/or administrative data.
- ▶ Demonstrate good data analytics practices which include programming skills, routine code verification and rigorous documentation via comments and drafting of analytical memos
- ▶ The conduct of data analysis and research support activities either as a member of a team or independently, as directed by senior members of the research area.
- ▶ Provide research support under routine supervision or as a member of a project team.
- ▶ Develop skills related to analysing large, longitudinal, unit-record datasets, using a variety of econometric and statistical techniques, including hazard, transition, and other forms of event-history modeling.
- ▶ Contribute to data management and documentation.
- ▶ Develop writing skills for explain past quantitative research analyses and for the reporting of tables, visualizations and statistical analysis
- ▶ Develop material for contribution to the production of briefs for non-academic audiences, and working papers, with guidance from senior staff.
- ▶ Conduct and report on relevant literature encompasses academic and non-academic statistical analysis that pertains to the questions being analysed for a given project.

1.3 LEADERSHIP AND SERVICE

- ▶ Attend meetings associated with research or the work of the Melbourne Institute

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
 - ▶ Create ethics applications and report to the ethics committees

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ An honours/master's degree in economics or a related sub-field. Similar qualifications in another quantitative social science (health services research, psychology) or statistics/data analytics/data science would also be considered.
- ▶ Experience in working with data
- ▶ Experience in writing computer programs
- ▶ Experience with the use of software packages, such as STATA, R, Python and SAS.
- ▶ Demonstrated ability to assist with applied microeconomic research and to develop further research expertise
- ▶ Strong analytical skills
- ▶ An ability and willingness to work collaboratively to ensure successful project outcomes.
- ▶ Experience in writing papers that reflect current research and analyses undertaken to inform that research.
- ▶ Exhibit the potential to develop further research expertise
- ▶ Demonstrated ability to work independently and as part of a research team
- ▶ High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 DESIRABLE

- ▶ An ability to liaise with external clients in government and non-government sectors
- ▶ Research experience

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an

environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.2 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.3 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>