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

Survey Statistician / Methodologist

POSITION NO 0046220

CLASSIFICATION Level A (Academic Specialist)

SALARY $75,289 – $102,163 p.a.

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1.0 FTE)

BASIS OF EMPLOYMENT Fixed term for 3 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
Associate Professor Nicole Watson
HILDA Deputy Director, Survey Methodology & Principal Research Fellow, Melbourne Institute
Tel +61 3 8344 2088
Email melbinst-recruitment@unimelb.edu.au

Please do not send your application to this contact

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, family economics, 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 substantive topic areas are strongly supported by a team of specialists in the area of data and analytics (including methodologists, programmers, and data collection and analytical techniques).

As a Survey Statistician / Methodologist (Level A Academic Specialist), you will work with the HILDA Director and HILDA Deputy Director (Survey Methodology) to provide survey methods and research support for the HILDA Survey. This includes maintaining and enhancing the complex survey support systems and, undertaking statistical analysis and contributing to the research agenda of the HILDA Survey team. You will also be expected to pursue research opportunities (up to 0.2FTE) to present and publish work in your area of expertise.

Ideally you will have formal qualifications and an interest in research on survey methodology with excellent written and analytical skills. You will have high level quantitative skills and an ability to contribute positively to the team.

1. **Key Responsibilities**

   - Maintain and enhance the complex imputation and/or weighting systems.
   - Undertake data quality assurance and testing.
   - Design, implement and interpret data analyses related to the methodology of the HILDA Survey.
   - Contribute to data creation, data manipulation, data management and documentation.
   - Assist with reporting to relevant funding-bodies.
   - Prepare HILDA technical and discussion papers.
   - Contribute to the development and achievement of the HILDA Survey Project team performance indicators.
   - Conduct research and research support activities either as a member of a team or independently.
   - Contribute to the preparation of material for conference, seminars and meetings related to the project.
   - Contribute to the preparation of manuscripts for publication in peer reviewed journals.
   - Liaise with members of the research team and key stakeholders as required.
   - Provide advice and training to users of the HILDA data.
   - Liaise with all members of the Melbourne Institute and be a team member for the Institute as a whole.
   - Contribute positively to the smooth operation of the research and to the work of the Melbourne Institute.
   - Other duties commensurate with the position as directed by the Supervisor.
2. Selection Criteria

2.1 ESSENTIAL

- Completion of an honours degree in statistics, economics, or a closely related field, and subsequent relevant experience or an equivalent combination of relevant experience and/or training.
- Strong empirical and statistical skills.
- Excellent written and analytical skills including the ability to conduct critical appraisal of relevant literature and write academic reports of publishable standard.
- High level quantitative skills, including the ability to design and describe appropriate statistical analyses and to use statistical software (ideally SAS, Stata and complementary software such as R and SPSS) to manage and analyse large scale complex data.
- Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.

2.2 DESIRABLE

- A master’s degree or PhD in a relevant field.
- Experience in providing support to large-scale surveys in the area of sample design, weighting, imputation and data quality investigation and reporting.
- Demonstrated experience in the development of peer-reviewed publications, conference papers or reports and grant applications.
- Experience in applied research in survey methodology or related field.

2.3 OTHER JOB RELATED INFORMATION

- A police check is a requirement of the appointment.
- Operational requirements may influence approval of annual leave and require occasional work outside of normal business hours.

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 ORGANISATION UNIT

http://melbourneinstitute.unimelb.edu.au/

The Melbourne Institute is a research-only department within the Faculty of Business and Economics at the University of Melbourne. It is Australia’s leading and longest standing research institute in the field of economics, undertaking cutting-edge research into key issues relevant to modern economic and social policy. Reflecting the standards of research excellence achieved at the Melbourne Institute, staff are expected to publish in internationally acclaimed peer reviewed journals and to lead the public debate on economic and social policy.

The Melbourne Institute currently has an organisational structure with program areas that capture several areas of economic and social policy. Each senior research staff (academic level D & E) is expected to bring in external funding to support staffing costs and operational needs of the department. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

The Melbourne Institute also provides postgraduate education at the PhD level.

5.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.
Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement
- Quality Office

The Faculty is supported by the following central services:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management

The faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University’s professional, continuing and executive education offerings.

- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.
Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

5.3 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

5.4 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.
5.5 **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](https://about.unimelb.edu.au/strategy/governance)