



POSITION DESCRIPTION

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

Foundation Fellow (multiple positions)

POSITION NO	0047188
CLASSIFICATION	Level A
SALARY	\$80,258 - \$108,906 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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.

1. Key Responsibilities

1.1 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.

1.2 LEADERSHIP AND SERVICE

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

1.3 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

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

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

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.

The Melbourne Institute has a core faculty of some 40 academics and academic specialists, a team of research staff that include expertise in data science and analytics, a team of professional/administrative staff that support the mission and operations of the department, honorary fellows and PhD students. 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 has an organisational structure that involves senior research staff (level D and E) supervising teams of research and related staff. Research staff are affiliated with one or more research programs that cover a range of areas in applied micro- and macro-economic analysis and policy. All research programs undertake both academic and engaged research projects that result in a range of publications that include top peer-reviewed academic journals and highly regard research briefings and reports. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

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.

Further information about joining the Faculty is available here
<https://fbe.unimelb.edu.au/about/join-fbe>

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: Applied Economic & Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Experience and Experiential Learning

Research Development Unit

The Williams Centre for Learning Advancement

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>