

Position Title	Research and Program Associate (First Nations Foreign Policy)
Classification	Level 6
Centre	Perth USAsia Centre
Supervisor Title	Research Director
Supervisor Position Number	317677
Position Number	321704

Your work area

The Perth USAsia Centre is an independent think-tank that connects Australia to the Indo-Pacific to advance the public interest. The Centre strengthens relationships and educates through research, networks, engagements, and analysis.

Based at The University of Western Australia (UWA), the Centre is an independent not-for-profit company and shares the values of the University. It has a strong commitment to personal effectiveness, working collaboratively and demonstrating a focus on results.

This position is an integral part of the Research Team, which is responsible for the development and delivery of high-quality analysis, programs, reports, and commentary to operationalise the Centre's Strategic and Business Plan. To support the development of content, a primary role of the team is to engage with the Centre's community to determine issues, opportunities and priorities that support the delivery of Perth USAsia's research programs.

Reporting structure

Reports to: Research Director

Your role

As the appointee you will support the Centre to contribute to the national and international conversation on First Nations Foreign Policy, and why it's important.

Under general direction, you will engage with First Nations stakeholders, and contribute to research, programs and events that highlight First Nations contributions to and perspectives on Australia's international engagement, spanning sectors such as trade and investment, security, climate and the environment, international education, visual and performing arts, community development, high-level sport and more.

Through this work, you will enhance the Centre's reputation as a thought leader amongst policymakers, business and the public in Australia and across the Indo-Pacific. This is an indigenous identified position.

Your key responsibilities

Prepare and contribute to the production of Centre-wide content and programming including but not limited to short form analysis, written reports, research proposals, funding submissions, external Centre communications, content, op eds, invitations, newsletters, events and visits.

Support the Centre in the development and maintenance of key stakeholder networks, including First Nations communities in Australia and the Indo Pacific

Plan, implement and coordinate research to assist in the development and execution of Centre activities, with particular focus on First Nations Foreign Policy

Provide high level advice and support to Centre staff to plan, execute and communicate events as required

Develop and maintain strong internal relationships and collaborate with Centre colleagues to ensure an integrated approach to the delivery of Centre programs

Contribute to the practice of continual improvement as it relates to internal processes and operational documentation, including the development of various best practice program policies, processes, templates and tools

Other duties as directed

Your specific work capabilities (selection criteria)

Demonstrated ability to engage with First Nations stakeholders

Relevant tertiary qualification or appropriate experience (foreign affairs or international relations; trade and investment; business; international security; education; visual and performing arts; community development; climate change and the environment; or sport)

Relevant research experience and demonstrated ability to produce content for distribution, including short form analysis, written reports, research proposals, and external communications

Demonstrated ability to contribute to the development of programmes, including conferences, meetings, and high-profile visits, as well as funding proposals, budgets and grant acquittals

Initiative and problem-solving capabilities

Highly developed analytical, written and verbal communication skills

Highly developed organisational and time management skills with a demonstrated ability to meet deadlines

Demonstrated ability to work in a team and contribute to organisational goals, including by assisting others and embracing new responsibilities in a fast paced, dynamic environment

Special requirements (selection criteria)

Aboriginality (Section 50d, Equal Opportunity Act)

Current National Police Clearance Certificate is required

Occasional weekend and after-hours work

Overseas and domestic travel may be required

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/