



POSITION DESCRIPTION

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

Research Fellow/ Senior Research Fellow

POSITION NO	0009307
CLASSIFICATION	Level B / Level C
SALARY	\$98,775 - \$117,290/\$120,993 - \$139,510 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
BASIS OF EMPLOYMENT	Full-time, fixed term position for 3 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	All applications via Econjob markkets. Go to https://econjobmarket.org/postings.php?posid=4507
CONTACT FOR ENQUIRIES ONLY	Ms Tracy Groves Tel +61 3 8344 6498 Email tracy.groves@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 is Australia's leading applied economics and social policy research hub. The Institute has a longstanding history of building a deep understanding of the key issues affecting contemporary society. The areas of research are extensive and capture labour economics, the economics of education, public economics, economics of the household, health economics, and macroeconomics. The Melbourne Institute is also known for creating survey data (e.g. HILDA, Journeys Home, and MABEL), working with administrative data, and the undertaking of randomized control trials.

There are several positions in the Melbourne Institute. One of the fellows is to work directly with the Director in her areas of research (economics of education, public economics, and charitable giving). The fellow will also work with other members in the Melbourne Institute based on the needs of other research staff and the interests of the fellow. Further positions are available in the areas of Health Economics and Labour Economics and Social Policy.

The Melbourne Institute is a department within the Faculty of Business and Economics. All staff members are expected to work on directed and independent research projects that lead to high quality peer-reviewed research publications and that influence policy and practice by government and industry. Support for the operations of the Institute is from internal and external sources, including competitive ARC and NHMRC grants, and contract research from government and other organisations.

The fellow will receive mentoring and professional development opportunities. Although a fixed term appointment, the fellow will have an opportunity to seek promotion and renew his/her contract as per university and faculty guidelines and procedures. The Melbourne Institute has a longstanding history of promoting and creating continuing positions from within.

1. Key Responsibilities

The Research Fellow/Senior Research Fellow will work on various projects of the Melbourne Institute within one of the Melbourne Institute's Research Programs. Specific duties include;

- ▶ Conducting academic research either as a member of a team or independently which includes the development of manuscripts for future publication in peer-reviewed academic journals;
- ▶ Producing and disseminating working papers and presentations based on academic research;
- ▶ Undertaking policy and engaged research activities (analysis, report writing, presentations, meeting with key stakeholders, etc.) that are driven by projects funded through the Melbourne Institute and/or other parts of the university, either as a member of a team or independently;
- ▶ Undertaking professional activities such as giving presentations, chairing sessions, and general engagement with academic and non-academic audiences at conferences and seminars;
- ▶ Undertaking contract and applied research, either as a member of a team or independently, and the production of reports/papers;
- ▶ Working as part of a team that relate to administrative functions tied to the operation of the Melbourne Institute and the faculty/university;
- ▶ Initiating and contributing to the preparation of research (academic and non-academic) proposal submissions to external funding bodies;

- ▶ Being present in one's office at the Melbourne Institute except when travelling for work or on leave;
- ▶ Attending Melbourne Institute and relevant FBE meetings, workshops, and seminars;

In addition, the Senior Research Fellow will be expected to:

- ▶ Make independent and original contributions to research which have a significant impact on his/her field of expertise as demonstrated by a strong record of published work in top peer-reviewed general interest and field based academic journals;
- ▶ Developing a national and international reputation for his or her field of research (academic and engaged) as demonstrated through participation in highly recognized conferences, invitations to speak/chair/discuss at events and seminars, and through the publication of policy and research briefs;
- ▶ Applying for research and project funding either individually and/or as part of a team. This would normally be evidenced by success in obtaining research and project grants;
- ▶ Demonstrating the ability to lead a team on academic and engaged research projects.

2. Selection Criteria

2.1 ESSENTIAL

Research Fellow

- ▶ A PhD or near completion of a PhD in empirical or applied economics in a field related to: labour economics, the economics of education, the economics of healthcare financing and organization, urban/public economics, pro-social behaviour (including charitable giving), and the economics of households in the areas of poverty and financial well-being.
- ▶ Highly developed skills in applied economics and micro-econometrics and in the manipulation and quantitative analysis of data;
- ▶ Extensive experience with the use of econometric and statistical software packages used in empirical economic analysis, such as STATA, R, SPSS, and/or SAS;
- ▶ An ability to conduct independent economic research, be proactive, and assume responsibility for the development and completion of research papers;
- ▶ An ability and willingness to work collaboratively in teams to ensure successful project outcomes;
- ▶ A track record in written and oral communication skills;
- ▶ An interest in policy-relevant research and the dissemination of that research to non-academic audiences.

Senior Research Fellow

- ▶ A PhD in economics or equivalent;
- ▶ Academic research excellence in one or more of the following fields of empirical or applied economics: labour economics, the economics of education, the economics of healthcare financing and organization, urban/public economics, pro-social behaviour (including charitable giving), and the economics of households in the areas of poverty and financial well-being;

- ▶ A strong track record in applied research as evidenced by publications in refereed journals;
- ▶ A demonstrated ability to present research findings to a wide range of audiences;
- ▶ Extensive expertise in the quantitative analysis of economic data;
- ▶ Ability to work effectively with external clients in government, business and community sectors;
- ▶ An ability to work as part of a research team, and to supervise the junior members of staff to meet the aims and deadlines of academic and engaged research projects.

2.2 DESIRABLE

Research Fellow

- ▶ Evidence of the ability to publish in leading academic journals;
- ▶ An ability to liaise with external clients in government and non-government sectors;
- ▶ Evidence of the ability to develop research reports, policy briefs, and presentations for a non-academic audience.

Senior Research Fellow

- ▶ Active involvement in community and public policy debate in area of expertise which includes the development of research reports, policy briefs and/or presentations for a non-academic audience;
- ▶ A track record in obtaining research and/or project based funding;
- ▶ Experience in managing research teams and projects;
- ▶ Experience in PhD student supervision.

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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

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:

<http://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, 17 research support staff, a further 16 honorary fellows, 11 professional/administrative support staff, and 8 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 currently has an organisational structure with six major research programs: i) labour economics and social policy; ii) applied macroeconomics; iii) health economics; iv) economics and social disadvantage v) the Household, Income and Labour Dynamics in Australia (HILDA) Survey; and vi) Economics of Education and Child Development. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

The incumbent will undertake scholarly and engaged research consistent with the mission of the Melbourne Institute, both individually and joint with colleagues, supervise and support research staff and doctoral candidates, participate in public discussion and debate about important national issues, and actively seek research funding and grants from government and business sectors. In lieu of teaching obligations that are typical of a traditional academic department, the incumbent will be expected to demonstrate the ability to undertake quality engaged research and to work with non-academics on projects that relate to his/her areas of expertise.

5.2 BUDGET DIVISION

www.fbe.unimelb.edu.au

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
- Research Development Unit
- Student Employability and Enrichment
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

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

Our Programs

There are around 7,500 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 48,000 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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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 <http://www.unimelb.edu.au/governance>