



POSITION DESCRIPTION

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

Research Support Officer

POSITION NO	0033051
CLASSIFICATION	PSC 5
SALARY	\$68,892 – \$79,130 p.a
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full- time (1.0 FTE)
BASIS OF EMPLOYMENT	Full-time (fixed-term) position available for one year
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/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	Professor David Ribar Tel +61 3 8344 2794 Email david.ribar@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 consists of an organisational structure with research teams and activities in six major areas: labour economics and social policy; macroeconomics; health economics; economic and social disadvantage; economics of education and the Household, Income and Labour Dynamics in Australia (HILDA) Survey.

A Research Support Officer is required to provide research support across various research grants and contracts held by the Melbourne Institute.

1. Key Responsibilities

- ▶ The Research Support Officer will provide research support on ARC grants and engaged research contracts held by academic staff of the Melbourne Institute.

Specific duties include:

- Providing research support under routine supervision or as a member of a project team.
 - Preparing analysis data sets from large, longitudinal, unit-record surveys, including the HILDA and Journeys Home surveys.
 - Analysing large, longitudinal, unit-record datasets, using a variety of econometric and statistical techniques, including hazard, transition, and other forms of event-history modeling.
 - Contributing to data management and documentation.
 - Developing material for contribution to the production of seminar papers, working papers, and publications from that research with guidance from senior staff.
 - Using relevant software for data analysis and word processing.
 - Performing some administrative functions primarily connected with the area of research.
 - Attending meetings associated with projects of the Melbourne Institute.
 - Interacting, as needed, with partner investigators on the projects from outside the Melbourne Institute.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An undergraduate honours degree in economics or an equivalent combination of relevant experience and or education/training
- ▶ Demonstrated ability to assist with applied microeconomic research and to develop further research expertise
- ▶ Strong empirical and statistical skills
- ▶ Experience in using STATA and/or SAS
- ▶ Experience with household panel surveys

- ▶ 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
- ▶ Demonstrated understanding of labour economics, household economics and/or social economics
- ▶ Well-developed organisation and time management skills
- ▶ Demonstrated problem solving skills with the ability to deliver creative solutions
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 DESIRABLE

- ▶ Demonstrated capacity to undertake econometric analysis using unit record (micro) data
- ▶ Experience in the analysis of longitudinal unit record data
- ▶ Experience in event-history analyses

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Research Support Officer will work under routine supervision and general direction of the Chief Investigator of the ARC grant/s and research contracts, depending upon experience and the complexity of the tasks. The occupant should have the demonstrated ability to work independently and pro-actively, and manage their day to day work.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Research Support Officer will be expected apply standard technical training and experience to solve problems and to exercise some judgement in providing research support, but will be given advice and direction in research methods and procedures.

Individual problem-solving skills and the exercise of independent judgement are required in prioritising workloads, working to timelines/tight deadlines and coping with a variety of activities at once and exercising discretion in determining what matters require the direct attention of the senior researchers.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Research Support Officer will be expected to contribute to the research effort of the Melbourne Institute as a whole, so an ability to work within a substantial project on a teamwork basis is essential.

3.4 BREADTH OF THE POSITION

The Research Support Officer will be expected to undertake a variety of tasks to support researchers, but with most emphasis on the preparation and econometric / statistical analysis of longitudinal, unit-record data.

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4. *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.

5. *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.

6. *Other Information*

6.1 ORGANISATION UNIT

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

The Melbourne Institute of Applied Economic and Social Research is a research department within the Faculty of Business and Economics at the University of Melbourne and Australia's longest standing university research institute in the field of economics.

As well as contributing strongly to the academic literature in economics, the Melbourne Institute has a long-standing tradition of working closely with business, government and community groups by providing research and consultancy services. Clients of the Melbourne Institute include the Australian Government Departments of Innovation, Industry, Research and Science (DIISR) and Education, Employment and Workplace Relations (DEEWR), Victorian Departments of Treasury and Finance and Education and Early Childhood Development, and the Reserve Bank of Australia as well as the University of Melbourne.

Currently, the Melbourne Institute has a major long-term research contract for social policy research with DEEWR and is also responsible for running a longitudinal survey – the Household, Income and Labour Dynamics in Australia (HILDA) Survey – for FaHCSIA. The Melbourne Institute has also been successful in winning substantial ARC and NHMRC funding.

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

6.2 BUDGET DIVISION

<http://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

Student Employability and Enrichment

Research Development Unit

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

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.

6.3 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>.

6.4 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*.

6.5 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>