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| Description: ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | ANU College of Asia and the Pacific |
| **Faculty/School/Centre:** | Crawford School of Public Policy |
| **Department/Unit:** | Tax and Transfer Policy Institute (TTPI) |
| **Position Title:** | Postdoctoral Fellow / Research Fellow |
| **Classification:** | **Academic Level A / Level B** |
| **Position No:** | TBA |
| **Responsible to:** | Director, TTPI |
| **Number of positions that report to this role:** | TBA |
| **Delegation(s) Assigned:** | TBA |

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| **PURPOSE STATEMENT:**  The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.  The Crawford School of Public Policy is Australia’s premier public policy school, with recognised world-class expertise and experience in economics, political science, environmental management and development, and on key Asia-Pacific countries.  The Tax and Transfer Policy Institute (TTPI) is a research institute within the Crawford School of Public Policy, one of five Schools/Centres in CAP. The TTPI carries out research on tax and transfer policy, law and implementation for public benefit. Responding to the need to adapt Australia’s tax and transfer system to meet contemporary challenges, TTPI delivers policy-relevant research and seeks to inform public knowledge and debate on tax and transfers. TTPI is committed to working with governments, other academic scholars and institutions, business and the community.  The Postdoctoral Fellow / Research Fellow will work on a research Linkage project, funded by the Australian Research Council with the Australian Taxation Office, on ‘Applying Behavioural Insights to the Tax System in Australia’.  KEY ACCOUNTABILITY AREAS:  Position Dimension & Relationships: The Postdoctoral Fellow/Postdoctoral Fellow / Research Fellow will work under the supervision of, and in collaboration with the Director of the TTPI and the research team on a research Linkage project, funded by the Australian Research Council with the Australian Taxation Office (ATO), on ‘Applying Behavioural Insights to the Tax System in Australia’.This Linkage Project brings together researchers from the ANU in partnership with the ATO to explore ways to improve compliance and payment in the Australian tax system. The project aims to tackle the most challenging aspect of tax systems being debts of individuals and businesses, by applying behavioural insights to design innovative payment interventions and evaluating their effects by rigorous randomised controlled trials. The empirical analysis will account for heterogeneity in treatment responses and the findings will be combined with a study of regulatory and administrative processes to support the ultimate goal of a legitimate, fair, cost-effective and responsive tax system. The Postdoctoral Fellow / Research Fellow will be centrally engaged in the conduct of field trials in the ATO aimed at testing behavioural theories through rigorous experimentation in randomised controlled trials with the goal of understanding and improving the ATO’s tax collection and recovery processes.  **Role Statement:** Under the broad direction of the Director of the TTPI, the Postdoctoral Fellow / Research Fellow will:Be centrally involved in designing, preparing, implementing and monitoring randomised controlled field trials with the ATO including designing trials, preparing trial analysis plans (including randomisation, power calculations, formulation of hypotheses), writing ethics clearance applications and maintaining all trial documentation.Be responsible for the primary liaison between the ANU research team and the ATO partner and administrative divisions, including scheduling and participation in regular meetings with ATO staff for the conduct of trials and travelling to ATO branch offices and spending time in the ATO as required.Conduct data analysis and the preparation of trial reports.Be involved in writing research papers for distribution as working papers, presentation at leading international conferences and submission to high-impact refereed academic journals.Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.Undertake relevant administrative tasks relevant to the position.Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position. **Skill Base**  A **Level A Academic** will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research potential.  A **Level B** **Academic** will normally have completed a relevant doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience that has resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research ability. |

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| **SELECTION CRITERIA:** A PhD or near completion of a PhD in a relevant area (e.g. economics, quantitative psychology)A strong interest in the development and application of field experimental trialsExperience in using micro-econometric methods including preferably experience in randomised controlled field trials.Highly developed statistical skills for the quantitative analysis of large databases using statistical software (preferably STATA).Excellent written and oral communication skills in English.  1. Demonstrated ability to communicate and interact effectively both in an academic environment and in developing and maintaining strong collaborative relationships with government or other non-academic agencies. 2. Previous experience and knowledge of behavioral insights literature or application (for example experimental field and laboratory trials); of compliance or regulatory theory or empirical literature; or of taxation policy or administration in Australia or elsewhere would be advantageous.  A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context. | | | |
| **Supervisor Signature:** |  | **Date:** |  |
| Printed Name: | Robert Breunig | **Uni ID:** |  |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre**  **College of Asia and the Pacific** | **Dept/School/Section** | Crawford School of Public Policy |
| **Position Title Postdoctoral Fellow / Research Fellow** | **Classification** | Academic Level A/B |
| **Position No.** | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties. | | | | | | | | |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | X |  |  |  | laboratory work |  |  |  |
| lifting, manual handling\* |  |  |  |  | work at heights |  |  |  |
| repetitive manual tasks |  |  |  |  | work in confined spaces |  |  |  |
| catering / food preparation |  |  |  |  | noise / vibration |  |  |  |
| fieldwork & travel | X |  |  |  | electricity |  |  |  |
| driving a vehicle |  |  |  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar |  |  |  |  | gamma, x-rays |  |  |  |
| ultraviolet |  |  |  |  | beta particles |  |  |  |
| infra red |  |  |  |  | nuclear particles |  |  |  |
| laser |  |  |  |  |  |  |  |  |
| radio frequency |  |  |  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances |  |  |  |  | microbiological materials |  |  |  |
| allergens |  |  |  |  | potential biological allergens |  |  |  |
| cytotoxics |  |  |  |  | laboratory animals or insects |  |  |  |
| mutagens/teratogens/  carcinogens |  |  |  |  | clinical specimens, including blood |  |  |  |
| pesticides / herbicides |  |  |  |  | genetically-manipulated specimens |  |  |  |
|  |  |  |  |  | immunisations |  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):** \*May involve occasionally setting up meeting rooms (ie: moving desks/tables and chairs) | | | | | | | | |

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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |