



## POSITION DESCRIPTION

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

### Post-Doctoral Research Fellow

<b>POSITION NO</b>	0025834
<b>CLASSIFICATION</b>	Level B
<b>SALARY</b>	\$105,232– \$124,958 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term for 3 years
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Mark Wooden Professorial Fellow, Melbourne Institute Tel +61 3 8344 2089 Email <a href="mailto:melbinst-recruitment@unimelb.edu.au">melbinst-recruitment@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***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. 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 Melbourne Institute is from internal and external sources, including competitive Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) grants, and contract research from government and other organisations.

There is a Post-Doctoral Research Fellow position available in the Melbourne Institute for an applied labour economist, or sociologist or social / economic demographer. The successful candidate will be expected to demonstrate strong applied (empirical) skills.

### ***1. Key Responsibilities***

The work of the Post-Doctoral Research Fellow will have two principal strands.

- Supporting research funded by the ARC on 'Casual Fertility Consequences: The Role of Non-Standard Employment', which aims to investigate the role of temporary, casual, and part-time paid work in influencing Australians' fertility behaviour.
- Supporting and developing new research utilising HILDA Survey data on topics in the area of the changing nature of work, and the interfaces between work and family and work and well-being.

About two-thirds of the funding for this position comes from the ARC (i.e., the first strand).

Specific duties include:

- ▶ Conducting academic/engaged research under the direction of a supervisor that will be either as a member of an interdisciplinary team or independently that 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;
- ▶ Attending Melbourne Institute and relevant FBE meetings, workshops, and seminars; and
- ▶ The Fellow may also be asked to contribute to the preparation of research (academic and non-academic) proposal submissions to external funding bodies.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A PhD or near completion of a PhD in fields related to labour economics, sociology of work, economic demography, or social demography.
- ▶ Highly developed skills in the manipulation and quantitative analysis of data, and especially longitudinal data;
- ▶ Extensive experience with the use of econometric and statistical software packages, and especially STATA;
- ▶ Ability to conduct independent research, be proactive, and assume responsibility for the development and completion of research papers;
- ▶ Ability and willingness to work collaboratively in teams to ensure successful project outcomes;
- ▶ A track record in written communications skills;
- ▶ Highly developed interpersonal and oral communications skills;
- ▶ An interest in policy-relevant research and the dissemination of that research to non-academic audiences.

### **2.2 DESIRABLE**

- ▶ Experience with the analysis of household panel survey data, and especially the HILDA Survey;
- ▶ Evidence of the ability to publish in leading academic journals;
- ▶ Some post-doctoral research experience;
- ▶ 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.

## ***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 50 academic researchers, 10 professional/administrative support staff, and several 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 program areas that capture several areas of economic and social policy. Each senior research staff (academic level D & E) is expected to bring in external funding to support staffing costs and operational needs of the department. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

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

## 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.

### 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

Melbourne School of Professional and Continuing Education

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.

### Our Programs

There are about 9,500 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 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](http://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>