About the Organisation:

The Australian Research Council (ARC) provides advice to the Australian Government on research funding and policy and, through its administration of the National Competitive Grants Program (NCGP) and Excellence in Research for Australia, promotes and funds the conduct of the highest quality research and research training for the benefit of the Australian community in all fields of science, social sciences and humanities (except clinical medicine and dentistry).

The ARC expects all staff to uphold the APS Values. The ARC is an equal opportunity employer. The ARC expects all staff to have an understanding of workplace diversity, workplace participation, safe working environment and access and equity principles, and expects all staff to promote these principles in the development and implementation of policies and programs.

About the Opportunity

These positions are part of the team that supports the NCGP administration function of the ARC. The environment is characterised by peak workloads and requires flexibility in the deployment of staff resources to meet tight deadlines.

The occupant of the positions will assist the Assistant Director to manage ARC grants.

Duties include:

- assisting the Assistant Director with supervising and mentoring staff when required;
- liaising cooperatively with other business units within the organisation and with external stakeholders, most notably research offices within higher education and other institutions;
- contributing to planning and monitoring for effective operational performance;
- research and analysis;
- preparing reports, briefings and correspondence; and
- contributing to identifying and implementing business requirements for IT systems as they relate to the administration of research grants (from a business user perspective).
**Knowledge, Skills and Abilities**

- Demonstrated ability to work effectively as a team member and to supervise and mentor staff as required.
- Ability to manage programs or experience in project management.
- Demonstrated ability to interact effectively with people across an organisation.
- Demonstrated organisational skills.
- Possess strong liaison skills, as well as high-level oral and written communication skills.
- Ability to analyse issues, analyse data, undertake research, and draft policy advice.
- Demonstrated accuracy and attention to detail.
- Well-developed IT skills, particularly in word processing, spreadsheets and database manipulation.
- Knowledge of policy issues in research and research training, including the role of the ARC.

**Selection Criteria**

1. Demonstrated ability to work in a team environment, and interact effectively with people in other sections of the organisation.
2. Demonstrated organisational skills and the ability to manage programs efficiently and effectively (including the ability to manage competing priorities).
3. Well-developed oral and written communication.
4. Good research, numerical and analytical skills and the ability to apply sound judgement.
5. Demonstrated experience in the use of IT packages (including word processing, database manipulation and spreadsheets) and ability to provide input to business requirements for IT systems.
6. Good knowledge of policy issues in the research and/or industry sectors, including the role of the ARC in the National Innovation System.

**Qualifications/Special requirements**

A relevant tertiary qualification or relevant experience is desirable.
How to Apply

**These opportunities are only available to current Ongoing Australian Public Service employees**

The application should include:
1. A detailed response to the duties taking into account the selection criteria, information on relevant experience, and a statement on why this opportunity is desirable;
2. The application submitted should not exceed 2 pages;
3. A current CV; and
4. Completed Application Cover Form.

Please note: There is one ongoing expected vacancy and several non-ongoing vacancies which may be offered for a period of up to 12 months.

All positions will be filled through separate order of merits so please ensure that you specify in your application which employment status you are applying for: Ongoing or Non-Ongoing – Up to 12 Months.

Applications Close: Wednesday, 18 March 2015 at 11:59pm.

Contact Officer
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