



Australian Research Council (ARC)

Director, Policy and Strategy Branch

Classification	Executive Level 2	Job Reference No.	ARC2021-009
Branch	Policy and Strategy	Section	Grant Policy and Data
Location	Majura Park, Canberra Airport	Employment Type	Ongoing / Non ongoing
Salary	\$123,845 - \$134,840 +15.4% superannuation	Work arrangement	Full time
Closing date	5pm Tuesday, 22 December 2020	Agency Information	Careers at the ARC
Contact Officer	Leah McKenzie, A/g Branch Manager, (02) 6287 6643 or via email Leah.mckenzie@arc.gov.au		
Eligibility Requirements	<ul style="list-style-type: none">• Must be an Australia citizen• Undergo ID Verification Check• Commonwealth Security Clearance to Negative Vetting Level 1		
Qualifications	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
How to apply	<p>Write a pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the ARC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 1,000).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume.</p> <p><i>Please consider the APS Work Level Standards when submitting your application.</i></p>		

About the Position

The position is an integral role in the development of policy underpinning the National Competitive Grant Program (NCGP), including evaluating the policy parameters of the current schemes and developing the policy and guidelines for new schemes. The Director is also responsible for the provision and analysis of data related to the NCGP performance and has oversight of the data analysis team.

Duties and Tasks

- Lead, manage and deliver research policy development and manage the preparation of submissions, reports, briefings and correspondence in areas such as interdisciplinary research, research training, industry engagement, research priority setting and peer review.
- Manage reviews of program policy and areas of activity as required.
- Provide high quality advice to the CEO and senior management group.
- Represent the ARC at meetings and negotiations with key stakeholders, including other government agencies and organisations within the higher education sector.
- Undertake research and data analysis on program and policy issues and respond to internal and external requests for data and information.
- Manage the development of guidelines for the administration of the NCGP, as well as other ARC-administered grant programs.

- Manage the provision of NCGP data to internal and external stakeholders.
- Lead and deliver high quality data products for internal and external stakeholders.
- Manage the Secretariat function for the ARC Advisory Council.
- Lead and develop staff by providing regular feedback, identifying development needs and opportunities.

Required skills and Knowledge

- Experience in leading and managing diverse teams in a fast-paced environment.
- Excellent communication skills, including the ability to effectively represent the agency in external meetings and forums.
- Strong research and analytical skills and experience in preparing high-quality policy advice.
- Highly demonstrated level of expertise in analysing and interpreting data.
- Excellent understanding of the Australian research landscape and the role of the ARC or be able to gain this knowledge within a short time period.

Our Ideal Candidate

We are seeking a highly motivated individual who has strong research and analytical skills. You will be a skilful communicator, who can encourage open communication to achieve mutual understanding when liaising with internal and external stakeholders.

You have the ability to display decisive leadership and provide support and guidance to motivate staff into building high performing teams. You can prepare comprehensive reports and develop high quality policy advice to achieve maximum impact for readers. You have the ability to promote trust and respect, complimented by sound judgement and a focus on delivering results and solving complex problems through strong relationships and partnerships.

Note

Interviews for this position will be conducted in January 2021

For further information about our Agency and what we offer, please refer to the [ARC Website](#)