Australian Research Council (ARC)

Chief Research Officer

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| **Classification** | Executive | **Job Reference No.** | ARC22-070 |
| **Location** | Majura Park, Canberra Airport | **Employment Type** | Secondment/Non-ongoing |
| **Salary** | Attractive Package | **Work arrangement** | Full time |
| **Closing date** | 11:59pm, Tuesday 27 September 2022 | **Agency Information** | [www.arc.gov.au](http://www.arc.gov.au) |
| **Contact Officer** | Ms Judi Zielke PSM, Chief Executive Officer, (02) 6287 6605, [judi.zielke@arc.gov.au](mailto:judi.zielke@arc.gov.au) | | |
| **Eligibility Requirements** | * Must be an Australia citizen * Undergo a Police Check * Currently holds or has the ability to obtain a Commonwealth security clearance to Baseline level. | | |
| **Qualifications** | Tertiary and post graduate qualifications in a research-based discipline and managerial qualifications and experience in a research environment. | | |
| **How to apply** | Provide a two-page letter telling 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 and attaching your resume*.*  As part of your application, you will also need to include:  Your application **must** include a [Job Application Cover Form](https://www.arc.gov.au/about-arc/work-for-us/vacancies), two-page letter and your resume (max 4 pages for your resume). | | |

## About the Position

The Chief Research Officer (CRO) role is a new senior leadership position at the Australian Research Council (ARC). The position offers an exciting opportunity to be the senior research adviser to the Chief Executive Officer (CEO).

The position will be vital to ensuring strong relationships between the ARC and the university and research sector and providing an important function in forming meaningful relationships and productive lines of communication between the ARC as a government agency and the broader research community. The CRO will play a key role in driving the ARC’s new Strategy 2022-2025, delivering a modern approach to helping shape the ARC and driving a contemporary, collaborative, service-centric approach to the higher education and research sectors. Reporting directly to the CEO, the CRO will play an important role in providing strategic advice regarding the evolution of the higher education and research sectors, and continuous improvement in the ARC’s operations.

We are seeking a proven leader from the higher education and/or research sector who is agile and innovative and is able to demonstrate a broad understanding of the political, social and organisational environment in which the ARC operates. You will have strong networks and extensive experience across the research sector and make a strong contribution to the ARC Leadership Group. The ARC Leadership Group includes the CEO, Deputy CEO, all Branch Managers, the Chief Information Officer, and the Executive Directors.

## Duties and Tasks

* Assist the CEO, ARC Leadership Group and management to carry out their functions in a highly sensitive and complex operational environment.
* Work collaboratively alongside the Deputy CEO, operating across the agency as a whole, where the CRO will have responsibilities beyond the National Competitive Grants Program.
* Provide sound strategic advice to the CEO on the needs of the higher education and research sectors, the agency’s programs and operations, and contribute to organisational policies and strategies in consultation with the CEO.
* Drive engagement with key strategic partners to inform agency decision making. Provide advice and recommendations based on professional judgement, strong decision–making skills, and expertise, across the ARC’s operating environment. Ensure the content, quality, integrity and reliability of the advice and recommendations provided by the ARC.
* The CRO will be presented with new problems and issues requiring resolution, often without precedent. The CRO will develop solutions and responses in consultation with the CEO.
* Create a learning culture which facilitates growth, development and achievement for staff at the ARC, whilst being sensitive to how people and the agency function.

## Required Skills and Knowledge

* Ability to represent the CEO and the ARC at high level discussions and negotiations with a broad range of stakeholders from university, government, industry and the wider community.
* Proven experience in communicating, consulting and negotiating with counterparts across the higher education and research end-user communities regarding research priorities, polices and other matters of common concern.
* Demonstrated capacity to oversee strategic development across a diverse range of areas including research grant policy and administration and the provision of advice on higher education and research sector.
* Familiarity with the *Australian Research Council Act 2001* and other legislation affecting the agency as well as the APS Values, the APS Employment Principles and compliance with the Code of Conduct.
* Significant experience as an executive or senior leader in research management with an ability to engage in meaningful research discussion and debate more broadly.
* A strong understanding of the challenges of high-level administration with a particular focus on research matters and government initiatives - public administration and/or research program management experience desirable.
* An ability to provide well-informed and objective advice on a range of research-related matters, in a confidential and professional manner and identify and address potential risks to the reputation of the ARC.

## Employment Opportunities

In order to achieve our purpose to grow innovation and knowledge for the Australian community, we are looking to engage a CRO in a manner which provides benefit to them as an individual in their career path and ensures the most professional and innovative outcomes for our stakeholders.

* Flexible contracts arrangements including secondment from the higher education sector will be negotiated with the successful candidate.
* The position is for a minimum three-year commitment.
* The CRO opportunity may be negotiated as either a non-ongoing engagement in the Australian Public Service (APS) in accordance with the provisions under the Public Service Act 1999, or a secondment opportunity from an existing employer.

## Ideal Candidate

We are looking for someone who has significant experience as a leader in research disciplines across the higher education and/or research sectors. A person with integrity who will be a flexible and collaborative leader who is prepared to take calculated risks. You will be resilient, have proven high level communication skills and be personally accountable for the quality of advice and the delivery of results.

You have the ability to inspire confidence and operate effectively in a dynamic and quickly changing environment, including the ability to lead and support teams through change.

You will be self-aware, positive in considering and respecting a diversity of ideas and perspectives and have the courage to challenge the status quo when it does not serve the required outcome.

Your strong leadership credentials and your ability to contribute to, and communicate, the strategic direction of the agency will be paramount. You will need public sector or research sector experience at a senior level, exceptional written and oral communication skills, as well as strong advocacy, relationship management and representational skills.

## Diversity and Inclusion

## We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQA+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

## For further information about our Agency and what we offer, please refer to the [ARC Website](https://www.arc.gov.au/about-arc/careers-arc)