

Position Description

*Melbourne Institute of Applied Economic and Social
Research
Faculty of Economics and Commerce
The University of Melbourne*



RESEARCH FELLOW

Position No:	0022144
Organisation Unit:	Melbourne Institute of Applied Economic and Social Research
Budget Division:	Faculty of Economics and Commerce
Classification:	Research Fellow Grade 2, Level B
Salary:	AUD\$73,863 p.a. - AUD\$87,710 p.a.
Superannuation:	Employer superannuation of 17%
Employment Type:	Full-time (fixed-term) position for 2 years
Other Benefits:	www.hr.unimelb.edu.au/careers/info/benefits
Current Occupant:	Vacant
How to Apply	To submit your application, you must access the online advertisement at: www.jobs.unimelb.edu.au by using the above position number or title as the keyword in the Job Search screen
For enquiries only contact:	Associate Professor Elizabeth Webster, tel. +61 3 8344 2114, email e.webster@unimelb.edu.au

(Please do not send your application to this Contact)

1. Position Summary

The Melbourne Institute is a research department within the Faculty of Economics and Commerce at the University of Melbourne and Australia's longest standing university research institute in the field of economics. It is fully self funded, undertaking applied research into issues relevant to economic and social policy in Australia. Most of its research is conducted under contract, overwhelmingly to public sector entities. Reflecting the standards of excellence achieved at the Institute, key staff also attract significant sums from peer reviewed granting bodies. Staff are encouraged to publish in internationally acclaimed peer reviewed journals and regularly do so.

The Melbourne Institute has an organisational structure with research teams and publications in five major areas: industrial economics; labour economics and social policy; applied macroeconomics; health economics and the Household Income and Labour Dynamics in Australia (HILDA) Survey. Researchers may be allocated flexibly amongst teams, consistent with their research capabilities and work demands.

A Research Fellow is required to provide research support and leadership on various projects at the Melbourne Institute. The incumbent of this position is expected to conduct academic and contract research in industrial economics. Cross program collaborations are encouraged and sometimes are important to meet emerging client demands.

The Industrial Economics Research Program was established in 1999 (<http://www.melbourneinstitute.com/research/industrial/>). The Research Fellow (Level B) position would suit someone close to completion of their PhD, someone seeking a post-doctoral position or a researcher with some post-doctoral research experience. Team work, strong microeconomic skills, and an ability to make original and pro-active contributions to the research program are essential, as is a willingness to undertake a mix of academic research and policy-driven research and consultancies.

The Research Fellow will be expected to be an enthusiastic economist with interests in applied micro-econometrics or micro-economics in the industrial economics area. He/she will be expected to contribute to the research effort of the Melbourne Institute as a whole, so an ability to work on a teamwork basis is essential. There will be opportunity to develop further research expertise through participation in various projects and individual grant applications.

The Research Fellow will be expected to exercise judgement in undertaking research, be involved in decisions about research directions and outcomes, be responsible for the development and implementation of future research, and to achieve objectives by specified deadlines. All staff are encouraged to publish in internationally acclaimed peer reviewed journals and regularly do so. Support and supervision will be given by Associate Professor Webster, and the Research Fellow will be encouraged to work independently as well as carry out research as part of a team.

2. Selection Criteria

2.1 Essential

- A PhD (or near completion) in industrial economics
- A willingness to work as part of a research team.
- Skills in applied micro-econometrics and in the manipulation and quantitative analysis of data.
- Excellent written and oral communication skills
- An ability to make original and pro-active contributions to the research program.
- Willingness to undertake academic research and policy-focused contract research.

2.2 Desirable

- Expertise in economic theory.
- Expertise in survey methodology.
- Knowledge of intellectual property issues.
- An ability to liaise effectively with external clients from government and business.
- Post-doctoral research experience, including publications in leading journals.

3. Special Requirements

Nil

4. Key Responsibilities

The Research Fellow will work on various projects of the Melbourne Institute. Specific duties include:

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- The interrogation and analysis of datasets.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Co-supervision, or where appropriate supervision, of postgraduate research projects within the field of the staff member's area of research.
- Contribution to the preparation of research proposal submissions to external funding bodies.
- Attendance at meetings associated with research or the work of the Melbourne Institute.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

In addition, **Academic Staff** are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.

5. Other Information

5.1 Organisation Unit (Melbourne Institute of Applied Economic and Social Research)

The Melbourne Institute of Applied Economic and Social Research is a research department within the Faculty of Economics and Commerce at the University of Melbourne and Australia's longest standing university research institute in the field of economics. The Melbourne Institute's activities comprise research programs and publications in four major areas: labour economics and social policy, applied macroeconomics and industrial economics, and health economics.

As well as contributing strongly to the academic literature in economics, the Melbourne Institute has a long-standing tradition of working closely with business, government and community groups by providing research and consultancy services. Clients of the Melbourne Institute include the Australian Government Departments of Innovation, Industry, Research and Science (DIISR) and Education, Employment and Workplace Relations (DEEWR), Victorian Department of Treasury and Finance, and the Reserve Bank of Australia as well as the University of Melbourne.

Currently, the Melbourne Institute has a major research contract for social policy research with DEEWR and is also responsible for running a longitudinal survey – the Household, Income and Labour Dynamics in Australia (HILDA) Survey – for FaHCSIA. The Melbourne Institute has also been successful in winning substantial ARC funding.

The Melbourne Institute also provides postgraduate education at the PhD level. More information is available from www.melbourneinstitute.com

Industrial economics within the Melbourne Institute is a growing area of research and has obtained grants from the Australian Research Council and IP Australia. The Industrial program is also part of the Intellectual Property Research Institute of Australia which is a multi-disciplinary research body located at the University of Melbourne. See our website for further details <http://www.melbourneinstitute.com/research/industrial/>.

5.2 Budget Division

The Faculty of Economics and Commerce is a large and expanding division of the University. Some 11,000 students are enrolled in its courses. The majority of undergraduate students are enrolled in combined degree programs. The Faculty is divided into five administrative units: the Departments of Accounting and Business Information Systems, Economics, Finance and Management and Marketing; and the Melbourne Institute of Applied Economic and Social Research. A Centre for Actuarial Studies is located in the Department of Economics. The Faculty has a strong international reputation for research in each of its constituent disciplines.

5.3 The University of Melbourne

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. Melbourne's outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 www.hr.unimelb.edu.au/careers.

5.4 Growing Esteem and the Melbourne Model

The Growing Esteem strategy, adopted by the University in December 2005, lays out a ten-year plan to fulfil Melbourne's aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research

training, learning and teaching, and knowledge transfer. See <http://growingesteem.unimelb.edu.au/>

In 2008, as the cornerstone of Growing Esteem, the University introduced landmark educational reforms known collectively as the Melbourne Model. These reforms were designed to create an outstanding and distinctive Melbourne Experience for all students. The Model is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

5.5 Equity and Diversity

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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 www.unimelb.edu.au

This position description is approved by:

Occupant: Date:

Supervisor: Date:

Head of Organisation Unit: Date: