

Job Description



Job Title	Research and Project Officer
Reporting to	Chief Executive Officer
Classification	\$85000 to \$90000 pa gross (inclusive of superannuation)
Location	Australian Indigenous Governance Institute, Canberra
Employment Terms	2 years contract (potential for ongoing)
Start	To commence early February 2019

Organisational Overview

The Australian Indigenous Governance Institute (AIGI) is an Indigenous-led national centre specialising in governance knowledge and excellence. AIGI support the economic, social and cultural aspirations of Aboriginal and Torres Strait Islander peoples by connecting them with world-class governance practice, research, thought leadership and educational resources.

AIGI is an independent institute located within the National Centre for Indigenous Studies at the Australian National University. AIGI is governed by a Board of Directors and the role will be required to undertake research and development projects as directed by the CEO. The Research will collaborate with the Australian National University and other stakeholders.

Information about the organisation can be found on the website www.aigi.com.au

Key Responsibilities

- Support and undertake research under limited supervision either as a member of a team, or where appropriate, independently;
- Draft conference proposals and contribute to the production of conference and seminar papers and publications;
- Assist in research undertaken at AIGI including the development of literature reviews and discussion papers on emerging topics that can be uploaded to the AIGI website on a regular basis;
- Support AIGI's advocacy strategy, identifying opportunities for AIGI input and submission including to government and other enquiries;
- Undertake professional development activities including, attendance at conferences and seminars relevant to the strategic objectives of AIGI;
- Occasional administrative functions primarily connected with current AIGI research and projects;
- Serve on internal committees and become familiar with the processes of research, project management, budget and grant development;
- Other duties as allocated by the supervisor consistent with the classification of the position.

Selection Criteria

1. Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways. Including an ability to communicate effectively and sensitively with Indigenous peoples.
2. Proven High level organisational and time management skills including the ability to plan, juggle priorities and working to deadlines.
3. An ability to prepare quality documents, including general correspondence, reports, funding submissions and research reports.
4. Demonstrated administration skills generally related to research grants and project management.
5. Well developed interpersonal skills, and oral and written communication skills, combined with an ability to work independently as well as collaboratively with a diverse range of clients to establish successful working relationships.
6. A demonstrated ability to work under pressure, organise and prioritise workflows and meet strict deadlines under limited supervision with a high level of accuracy and attention to detail.
7. An ability to undertake some interstate travel for the delivery of training workshops and programs

Applications should be addressed to: aiqi@anu.edu.au

Closing date: 7 December 2018

Applications must include:

- A cover letter outlining why you are applying for this position
- A Max 3 page pitch outlining your skills, experience and qualifications (using Selection criteria as a guide)
- Resume

For further information please contact Michelle Deshong, CEO, Australian Indigenous Governance Institute on at aiqi@anu.edu.au or 0436 193 662.