

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

SCHOOL/DIRECTORATE: Institute for Rural Futures
POSITION TITLE: Program Leader
Climate Change and Regional Adjustment Economics
REPORTS TO: Assistant Director
CLASSIFICATION LEVEL: Higher Education Officer Level 8
DATE CLASSIFIED: 1 October 2009

DIMENSIONS OF POSITION:

The Institute for Rural Futures (IRF) is an independent non-profit research centre undertaking applied socio-economic research into rural issues by identifying and documenting the social, economic and environmental impacts of change across rural and regional Australia.

Program Leaders are required to develop research opportunities and develop and maintain relationships with industry and other relevant organisations to promote and develop the work program of the Institute. They are also required to develop their research expertise through an involvement in all aspects of the conduct of research projects

POSITION OBJECTIVES:

Program Leaders are required to have a substantial input into the conduct of research at the Institute. The Program Leader will manage significant projects within the Institute and will be required to develop a significant program of research consisting of several projects spanning a number of years. In addition, they will be required to generate the funds required to meet their own costs and those of at least one Project Officer/Senior Project Officer.

DUTIES:

1. Provide substantial research expertise to the project.
2. Initiate, develop and implement topic ideas for research programs and contribute to research program development
3. Develop submissions for significant funding for approved projects to relevant funding bodies.
4. Develop complex project plans, including detailed budgetary plans.
5. Manage all aspects of a project or program, including collaboration with research partners, monitoring the overall progress of the project and scheduling priorities of the project team, and ensuring all documentation and reporting is prepared to meet Institute, audit and industry standards.
6. Manage expenditure and project time against project funds. Be responsible for ensuring projects run within budget guidelines.
7. Represent the Project/Program through establishing and maintaining relationships with

funding bodies, researchers, and other stakeholders.

8. Prepare research papers for publication and conference papers for presentation and publication.
9. Conduct meetings with the project teams and project partners. Ensure actions from meetings are delivered.
10. Provide high-level input to IRF strategic research activities.
11. Be responsible for ensuring the University's policies, procedures and commitment to equal opportunity, risk management, occupational health and safety, records management and quality assurance are implemented, and adhered to, in the Institute for Rural Futures.
12. Undertake other duties as required and relevant to the position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated substantial theoretical and applied research knowledge and policy experience in regional resource economics and in climate change and adaptation.
3. Demonstrated experience managing multiple projects
4. Proven experience in planning, co-ordination and problem solving in relation to large-scale research projects.
5. Demonstrated leadership skills and the professional capability to supervise lead and develop staff.
6. Excellent self-management skills with an ability to apply a high level of initiative and judgement.
7. Demonstrated high-level communication skills including the ability to write publications, executive level reports and communicate with other executives, politicians and community representatives.
8. Demonstrated ability to contribute to the strategic directions of the Institute.
9. Demonstrated practical understanding of budget development and analysis and financial reporting.
10. Demonstrated understanding and commitment to OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.