



Australian Research Council (ARC)

Assistant Director

Classification	EL1	Job Reference No.	ARC22-015
Branch	Programs	Section	Grant Opportunities
Location	Majura Park, Canberra Airport	Employment Type	Ongoing/Non-ongoing
Salary	\$107,385 - \$115,640	Work arrangement	Full time / Part-time
Closing date	11:59pm, Sunday 10 July 2022	Agency Information	www.arc.gov.au
Contact Officer	Cherie Atkinson, Director Grant Opportunities Programs Branch PH: 6287 6766 Email: Cherie.atkinson@arc.gov.au		
Eligibility Requirements	<ul style="list-style-type: none">• Must be an Australia citizen• Undergo ID verification check• Undergo a Police Check• Commonwealth Security Clearance to Baseline level		
Qualifications	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
How to apply	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: 500). Your application must include a Job Application Cover Form, written pitch and your resume, please see the 'How to Apply' section on our careers web page for the template. <i>Please consider the APS Work Level Standards when submitting your application.</i>		

About the Position

The ARC is looking for an enthusiastic, professional, and strategically focussed Assistant Director with strong interpersonal and organisational skills to lead a team within the National Competitive Grants Program (NCGP). This is an exciting opportunity to be at the forefront of the new ARC Industry Fellowships schemes that will sit within the NCGP.

This Assistant Director role is a newly established position that will be responsible for managing the implementation and program management of the new ARC Industry Fellowships schemes. The role will require excellent leadership skills, an ability to be flexible and proactive in change management approaches and possess an ability to work collaboratively with staff both within the branch and across the ARC. The Assistant Directors role will take the lead and provide program management expertise and direction to implement and manage the new schemes. This will involve confidently engaging with external stakeholders (such as the higher research sector and other government agencies) as well as internal stakeholders. The Assistant Director will be required to undertake complex problem solving and issues management when required. Quality assurance will be a large part of this role, along with the ability to manage, lead and mentor a team for high performance.

Duties and Tasks

The duties include but aren't limited to:

- Strategically lead and manage a team with expertise in grants and program management.
- Engage and collaborate with key stakeholders to build effective relationships that are mutually beneficial.
- Provide high quality advice to Directors and the Branch Manager regarding the work of the team, including preparing highly complex written briefings and reports, draft Ministerial briefs and providing input to parliamentary requests.
- Supervise and mentor employees for high performance, by providing regular feedback and supporting the continual development of employee capability.
- Identify, establish and implement new system improvement initiatives.
- Managing and implementing cultural and procedural change with a customer focused culture within the work area.

Required Skills and Knowledge

- Excellent judgement, strong attention to detail and an ability to manage multiple priorities and respond flexibly in a constantly changing work environment
- Strong organisational and quality assurance skills including highly developed written and verbal communication skills
- High level relationship management skills, with the ability to build and sustain strong networks and relationships within the agency and external stakeholders
- Demonstrated ability to motivate, guide and develop staff for high performance
- Strong research and analytical skills; including the ability to collate and interpret highly complex information
- Excellent understanding of project management principles and processes including the ability to successfully support/manage projects/schemes by developing clear plans to appropriately scope the required resources and timeframes to accomplish outcomes and confidently manage any issues that arise
- Ability to quickly gain an understanding of the ARC's role in the Australian research landscape and the associated strategic direction and priorities of Programs Branch

Our Ideal Candidate

You have excellent interpersonal skills, utilising a friendly and professional manner. You are a motivated individual with a strong work ethic. You are very well organised, strategically focussed and continually seeks improvement in processes, challenging the notion of the 'status quo'.

You adapt flexibly to change and remain calm under pressure to meet tight deadlines. You demonstrate sound judgement and exercise initiative. You are an excellent communicator and people manager who can motivate staff and build a high performing culture to deliver on the branch and agency's requirements for excellent customer service and support.

You have high standards, commitment to integrity and always comply with APS Values and government processes and procedures.

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 LGBTIQ+, 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](#)