

POSITION DESCRIPTION

POSITION DETAILS:

POSITION TITLE	Research Associate, Foreign Policy and Defence Program
REPORTS TO	Director, Foreign Policy and Defence
CLASSIFICATION LEVEL	HEW 5
PRIMARY POSITION ACTIVITY	Undertake research, policy outreach and administrative support for the Foreign Policy and Defence Program.

PRIMARY FUNCTION:

The primary role of the incumbent will be to contribute to the work of the Foreign Policy and Defence Program by providing research, policy outreach and administrative support.

- Research tasks include: drafting research notes; tracking developments in priority areas; compiling and refining data for program reports; fact-checking publications; with opportunities for developing expertise and contributing to program publications or shorter analysis pieces.
- Policy outreach tasks include: working with senior program staff to deliver Track 1.5 / 2 activities for government stakeholders; supporting program engagement with the US, Australian and regional policy community; developing and supporting a wide range of policy roundtables and workshops.
- Administrative tasks include: liaising with key stakeholders and VIPs on events and research projects; working with internal USSC teams; preparing agendas and other documents for activities; managing program reporting, schedules and travel; upkeeping databases; and other tasks as directed.

OVERVIEW OF THE CENTRE AND POSITION CONTEXT

The United States Studies Centre at the University of Sydney is a university-based research centre dedicated to the rigorous analysis of American foreign policy, defence, economics, politics and culture. The Centre is a national resource that builds Australia's awareness of the dynamics shaping America – and critically – their implications for Australia. The Centre has a well-respected national reputation in large part because of its high-quality research, media profile, extensive events program and comprehensive online presence.

The Foreign Policy and Defence Program is committed to providing policy-oriented research and analysis on American strategic policy and the US-Australia alliance, with a focus on international, military, geopolitical, diplomatic and geo-economic developments in the Indo-Pacific. Drawing on the expertise and networks of its researchers, the program delivers insights and recommendations to a range of government, expert, media, public and regional stakeholders through policy reports, dialogues, futures simulations and outreach. It aims to deepen Australians' understanding of US policy, analyse the alliance and partner network in an evolving strategic order, and shape Australian, allied and partner responses to shared regional challenges.

KEY ACCOUNTABILITIES:

	<i>Frequency</i>
<p><u>Research</u></p> <ol style="list-style-type: none"> 1. Draft analytical and empirical research notes to support program work on key topics such as: US and Australian foreign and defence policy; Indo-Pacific strategy; allies and partners; military, force posture, security, diplomatic, economic and geopolitical issues; deterrence and counter-coercion. 2. Track policy and current affairs developments in priority areas related to the abovementioned topics. 3. Produce qualitative and quantitative data from a range of sources; and refine into useable and informative formats for program publications. 4. Contribute to fact checking, peer reviewing, footnoting, editing and designing policy reports for publication; and other research support as required. 5. Develop new and/or refine existing expertise on key topics related to program work; with scope to contribute to program publications. 	Daily
<p><u>Policy outreach</u></p> <ol style="list-style-type: none"> 1. Prepare internal and external materials for Track 1.5 / 2 outreach activities such as: dialogues; workshops; roundtables; research meetings; and futures simulations. 2. Contribute to the effective delivery of the abovementioned activities at USSC and other locations. 3. Build and maintain productive professional relationships with key stakeholders in government, military, think tank, industry and expert communities in order to develop, maintain and promote effective policy outreach activities. 4. Support effective correspondence between the program and key stakeholders in government, military, think tank, industry and university communities. 	Daily

	<p><u>Administration</u></p> <ol style="list-style-type: none"> 1. Liaise professionally with key stakeholders and VIPs on program activities and research projects. 2. Manage program reporting and impact assessment requirements in a diligent and timely way for multiple audiences. 3. Maintain and curate program databases in an effective and orderly way, and in collaboration with the USSC's Communications team and other staff. 4. Work collaboratively with the USSC's Operational teams to deliver program and whole-of-centre activities and outreach initiatives. 5. Manage program travel, calendars and schedules. 	Daily
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KEY RELATIONSHIPS

INTERNAL – within the Centre

MAIN CONTACT	FREQUENCY	PURPOSE
Director, Foreign Policy and Defence	Daily	Direct Manager. Work closely on admin, research and operational support.
Foreign Policy and Defence team	Daily	Work collaboratively with all staff in the Foreign Policy and Defence Program on activities and combined projects.
Communications & Stakeholder Engagement team	Regular	Work collaboratively with teams throughout the Centre as required
Operations team (events, students general ops)	Regular	Work collaboratively with teams throughout the Centre as required
Chief Operating Officer	Regular	Coordinate on Centre wide projects and initiatives.

POSITION DIMENSIONS

STAFF DATA	
DIRECT REPORTS: number of direct reports to this position, their classification and number of incumbents	0
INDIRECT REPORTS: number of reports via subordinates to this position	0

EXPERIENCE, SKILLS AND QUALIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Degree qualification in an applicable field (international relations, political science, strategic studies etc.)	X	
A strong background in two or more of the program's key topic areas	X	
Relevant work experience in a research, think tank or government setting		X
Excellent analytical and empirical research skills, including the ability to communicate effectively in oral and written formats	X	
Excellent communication, consultation and negotiation skills to drive internal and external engagement, with experience in handling a wide range of enquiries and providing excellent customer service	X	
Excellent interpersonal skills, with the ability to develop and deploy effective working relationships across a diverse range of people	X	
Strong problem solving skills and the ability to use initiative and exercise sound judgement and ability to prioritise workload during busy periods	X	
Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work	X	
Well-developed project management skills with the capacity to manage competing priorities, maintain attention to detail, meet deadlines and work within budget	X	
Excellent time and workload management skills with demonstrated ability to prioritise effectively, manage multiple tasks, meet deadlines and achieve required outcomes	X	
High level administrative skills including experience in establishing, monitoring and reviewing administrative procedures	X	
Proven ability to develop, present and work with data, including Excel		X
Sound organisational skills, demonstrated willingness to learn and work cooperatively in a team environment	X	

WORKING WITH CHILDREN

If the position involves working with children, a Working with Children Check clearance must be obtained. Please refer to the Working with Children Policy for further information. If appropriate to the role, please type Yes to indicate that a Working with Children clearance is required or No if the position is not child-related:	No
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EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

Demonstrated understanding of the incorporation into Centre life of the principles of Equal Employment Opportunity and Affirmative Action EOOnline ; and ability to work positively with staff and students from a diverse range of backgrounds.
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WORK HEALTH AND SAFETY (WHS)

Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with the Centre's WHS policy and procedures and as described in the role responsibilities on the WHS website.
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AUTHORISATION

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

SUPERVISOR	Position Title: Director	APPOINTED DELEGATED	Position Title: COO
	Name: Ashley Townshend		Name: Dr Vik Naidoo

Kindly Note: The Supervisor and Appointed Delegated may be the same person. If this is the case, only complete "Appointed Delegated" box.