



# Candidate information pack

Deputy Directors, Research  
(SES Band 1)

Australian Institute of Family Studies

**Reference No: #773**

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# Deputy Directors, Research, SES Band 1, Australian Institute of Family Studies

## Position description

### Position Overview

**Reports to:** Director **Staff:** 75  
**Location:** Melbourne, VIC

### Purpose of the Position

The **Deputy Director, Research** provides strategic leadership for the Institute's research program, managing multiple priorities to deliver and communicate policy relevant research that addresses and anticipates significant issues affecting families in Australia.

The Institute's influential research covers a wide range of social policy areas including family relationships, program evaluation, child wellbeing, family law, out-of-home care, family violence, gambling harm, community development, communities, and families and/or family policy and services. The role provides leadership of flagship research projects including high-profile longitudinal studies and data linkage.

As a member of the AIFS Executive, the Deputy Director, Research provides advice to the Director on the strategic direction and management of the Institute, in particular with respect to research priorities and strategies.

To be a strong contender for this role you will need to have highly credentialled research and/or policy skills, highly developed critical thinking and analytical capability and be a strong leader with outstanding organisational and interpersonal skills. You will also possess excellent stakeholder management skills and be able to represent the Institute in the media and nationally and internationally. You will have qualifications (or equivalent relevant experience) in a discipline relevant to families-based research such as social, behavioural or data science, statistics, economics, public health or law.

***This process may be used to fill one or two positions at the present time, and may also be used to fill similar vacancies that become available over the next 12 months.***

### Key Duties

Under the direction of the Director this position is required to:

- Provide senior leadership across the Institute as a member of the executive team including providing leadership in the development and achievement of the Institute's strategic objectives.
- Provide strategic advice on the development and delivery of the AIFS research program, including the associated resources.
- Manage the AIFS research program, including supervision of research managers, delivering the research program to a high standard, within budget, strict timelines, and in compliance with risk, governance and project management frameworks.
- Edit and review research papers and provide quality control over all Institute output.
- Build and manage stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, including funding bodies, policy makers (in government and service provision agencies) and practitioners.
- Liaise with and provide research and policy advice to key stakeholders including government Ministers, government departments, media, academia and non-government bodies.
- Manage senior research managers including performance management, development planning, facilitating resource allocation and strategic guidance.
- Represent the Institute in the media and nationally and internationally at conferences, seminars and other forums concerned with the wellbeing of Australian families.
- Support the Director ensure compliance with legislative and public service accountabilities, including Public Governance, Performance and Accountability Act, the Public Service Act and other government and parliamentary reporting and accountabilities.

## Key Relationships

Internal	External
Director, AIFS	Department of Social Services
Other Deputy Directors	Federal Government Departments
Executive Managers for all areas	

## Skills, Knowledge and Experience

### Professional/technical expertise

- Demonstrated expertise and a proven record of achievement at the executive level in a relevant research field.
- Project and stakeholder management experience.
- Strong conceptual and analytical skills, including the ability to critically assess complex information.
- Qualifications (or equivalent relevant experience) in a discipline relevant to families-based research such as social, behavioural or data science, statistics, economics, public health, law.

### Shapes strategic thinking

- Understands the Institute's purpose, goals, and links with the broader work environment, and exerts influence to shape the organisation's strategic direction, align research activities with strategic priorities and create a shared sense of purpose.
- Understanding of issues relevant to the conduct of family-centred research.
- Considers multiple perspectives and a wide range of issues, anticipates priorities, risks and emerging opportunities, and identifies critical gaps in the development of long-term plans for the Research area.

### Achieves results

- Ensures the delivery of high-quality research projects, identifying and addressing risks that may impact on outcomes, adjusting plans as required, and seeking and responding to feedback from stakeholders.
- Adopts a planned approach and sets clear directions and timeframes for the achievement of outcomes, driving organisational adaptability and flexibly in times of change and uncertainty.

### Productive relationships and interpersonal skills

- Builds and sustains relationships internally, across the APS and with relevant external stakeholders, recognising shared interests and facilitating cooperation within and between organisations.
- Anticipates and responds to internal and external stakeholder needs, involving team members and recognising their contribution, and initiating collaboration with others.
- Fosters teamwork and rewards cooperative and collaborative behaviour.
- Recognises and harnesses diversity to benefit the organisation.
- Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.
- Initiates and engages in honest and respectful conversations, managing and resolving conflict sensitively.

### Communicates with influence

- Confidently conveys information, including complex and sensitive concepts and their implications, in a clear and articulate manner, focusing on key points and using appropriate, unambiguous language.
- Communicates with influence and impact, negotiating persuasively, with a strong grasp of the key issues, and presenting a convincing and balanced rationale.
- Selects the most appropriate medium for conveying information, including guiding others where appropriate, and structures written and oral communication to ensure clarity.
- Experience producing high quality written material and the ability to write in a style and format easily understood by relevant stakeholders.

### Leadership and management

- Demonstrates effective leadership within and outside the Institute, with a focus on developing and coaching others, harnessing innovation, shaping and encouraging others to engage with strategic issues at organisational level, and upholding and positively shaping organisational culture.
- Manages and guides other senior managers and staff members with a focus on development, performance, engagement and wellbeing.

### Values and integrity

- Adheres to and promotes the AIFS and APS Values and Code of Conduct, acts with high integrity, and encourages these in others.
- Engages with challenging issues including willingness to take action and make decisions to achieve outcomes.
- Demonstrates self-awareness and recognises the impact of own behaviour on others, including acknowledging development needs and displaying resilience.

### Other Requirements

- Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.
- To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

### Security

This position requires the successful candidate to have (or the ability to obtain) a Baseline security clearance.

### Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

### Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

### RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: [www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).

## About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies, the Australian Government's key research body and advisor in the area of family wellbeing. Our purpose is to create and communicate knowledge to accelerate positive outcomes for families and communities. We are an independent statutory authority established in 1980 under the Family Law Act 1975. We are located in the portfolio of the Department of Social Services (DSS).

We conduct research, provide independent advice and communicate findings to policy-makers, service providers and the community about factors affecting family wellbeing. Our work builds an evidence base about "what works for families". Through our research, we contribute to developing policy and practice to promote the wellbeing of families in Australia.

### AIFS Values

As an Australian Public Service agency, we uphold the APS Values, Employment Principles and Code of Conduct. In addition, the AIFS Values and Behaviors shape our culture and guide us towards achieving our purpose. Our Values are:

#### Champions of our Work and Each Other

We want everyone's boat to rise: we take collective pride in each other's work and success.

#### Excellence for Impact

We are committed to producing excellent work that makes a difference for families.

#### Fearless and Curious Explorers

We value experimentation, creativity and ongoing learning.

#### Honest and Respectful Conversations

We are authentic and have meaningful conversations, including the tough ones.

#### Seeing the Lighter Side

We value collegiality, humour and fun.

### More information

More information about the Australian Institute of Family Studies is available at: <https://aifs.gov.au/>

### Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application you may also wish to take account of the selection criteria outlined under the section above **Skills, Knowledge and Experience**.

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).

### How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.