Position Description

Position Title: Research Officer, Australian Farm Institute

Reports to: Senior Research Officer

Roles Reporting to this One: None

Position Purpose / Primary Objective(s)

- To carry out research studies and compile reports on a range of farm and agriculture related issues.
- To manage Institute research projects, and to communicate the outcomes of research programs to a range of different audiences.
- To manage and develop Institute communication platforms, including the Institute website.
- To supervise and assist in the production of the Institute journal, newsletters and publications.
- To assist in the preparation of occasional reports and other publications produced by the Institute.
- To assist in the preparation of Board papers and other material as required.

Key Result Areas and Activities:

1. Australian Farm Institute Objective.
   - Effectively and actively support the Institute’s objectives.
   - Positively represent the Institute to members, contractors and external contacts at all opportunities.

2. Service Provision – Research activities.
   - Establish linkages with researchers, government, industry organisations and members.
   - Efficiently and effectively seek out information on a range of issues from appropriate sources.
   - Compile information logically and systematically into reports as required.
   - Assist with the maintenance of Institute information resources as required.
   - Liaise and interact with members of the Institute’s Research Advisory Committee.

   - Take responsibility for the overall coordination of Institute communications.
   - Prepare a range of written communication that effectively targets its audience from correspondence to press releases, papers and reports.
   - Ensure that various Institute communications are of high quality and timely.
   - Work with other staff to ensure website, social media and databases are well coordinated and effective.
   - Develop and implement communication plans associated with Institute activities and events.

   - Assist in developing terms of reference and scoping papers for research projects.
   - Assist in preparing and distributing information to potential research providers.
   - Assist in negotiations with potential tenderers.
   - Interact with research providers to ensure projects are completed on time and achieve desired outcomes.
   - Assist in the preparation of relevant publicity upon the conclusion of projects.

   - To carry out preliminary scoping research and secure contributions to the Institute Journal.
   - Liaison with contributors to journal.
   - Assist with Journal editorial functions.
6. **Service Provision – Administration.**
   - Understand and operate within Institute administration guidelines and procedures.
   - Maintain appropriate records and systems to ensure the smooth functioning of the Institute.

7. **Service Provision - Members**
   - Ensure members are regularly updated on achievements / issues pertaining to policy areas via appropriate channels eg newsletter, articles, web page

8. **Communication and Information Handling**
   - Maintain relevant confidentiality of information at all times.
   - Ensure documentation standards (quality) are maintained for Institute documents.

9. **Team Member**
   - Work independently with limited supervision.
   - Operate as a team player to achieve team and corporate goals
   - Prioritise work and time to cope with competing demands.
   - Demonstrate empathy and relate constructively to all staff and members.

10. **Safety and Security**
    - Understand office workplace safety and security procedures and responsibilities.
    - Competently advise others on safety and security procedures.
    - Comply with Institute insurance policies and procedures.

11. **Finance and Budget**
    - Maintain awareness of budget discipline within guidelines.
    - Assist with annual budget preparation
    - Oversee financial management of research projects.
    - Comply with financial policies and procedures eg timely completion of expenses

**Key relationships / Interactions / Contacts**
- Maintain effective relationship with Board members, Research Advisory Committee, research providers and members.

**Freedom to Act**
- Significant degree of autonomy in managing daily work.

**Key Challenges**
- Establishing credibility with key stakeholders including researchers and policymakers.
- Capacity to deal with and prioritise a high workload at key periods.
- Maintaining effective communications over a range of different ‘client’ groups.
- Managing change processes as systems and procedures are developed.

**Competency Requirements**
- Experience and knowledge of agriculture in Australia.
- Tertiary Qualifications in Agriculture, Science, Economics or Agricultural Communications.
- Empathy with and understanding of issues impacting on farmers.
- Demonstrable skills in Microsoft Office (Word, Excel, Power Point)
- Well developed and proven written communication skills in particular.
- Well developed and proven oral communication skills
- Strong project management skills