



International Director Position Description

Position Overview

The International Director is responsible for overseeing, developing and leading the execution of all aspects of the Academy's international program. This includes: delivering on the global components of the Academy's Strategic Plan and its international strategy; seeking opportunities to develop/expand international programs aligned to the Academy's mission; engagement with government (especially DFAT), international research agencies and Academies including the International Science Council; engagement with Australian and international embassies and diplomatic missions as applicable to the Academy's strategy; stewardship of the Association of Asian Social Science Research Councils (AASSREC); management of all international grants, international workshops/events, and visiting Fellowship programs; and reporting to the Academy's International Committee. Until late 2025, the International Director will also serve as Secretary General of AASSREC, and will support and work under the direction of the AASSREC Executive Council.

This is an executive role reporting directly to the CEO and working under the direction of an International Committee comprising Academy Fellows. The role involves domestic and international travel, and the Director will regularly represent the Academy and Australian social science as well as AASSREC at a variety of domestic and international meetings and events.

Position Information

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| Reports to: | CEO |
| Responsible for: | International Program Officers (3-4 in Australia and abroad) |
| Classification: | Academy Director (\$128,307 - \$137,797 p.a. plus 17% super) depending on qualifications and experience. |
| Tenure: | Continuing |
| Work hours: | Full Time with flexible hours available. Job share and part-time considered |
| Travel: | Some interstate and international travel required |
| Reviewed: | September, 2024 |

Conditions include:

- 35-hour standard working week
- 17% superannuation with access to the UniSuper Defined Benefit Division and option to take all or part of additional super (above the Super Guarantee) as base salary.
- Generous leave conditions including paid parental leave, additional paid leave in the Christmas-New Year shutdown and additional personal leave accrual
- Flexible working arrangements including purchased leave options (2- or 4-weeks p.a.) and the ability to work some days from home if needed
- Annual salary increments plus performance-based salary steps where available within the Academy classifications
- Salary packaging options
- Employee Assistance Program
- Professional development and training opportunities

Duties

With support of the CEO and other Academy staff:

1. Manage the Academy's International programs:

- Manage the implementation of the Academy's international strategy that supports and aligns with the principles and priorities outlined in the Academy's strategic plan;
- Manage the development and execution of the Academy's international grant programs, program of international workshops/events, and visiting Fellowship programs including the application and selection process and liaise with applicants and recipients/participants;
- Monitor grant funded projects to ensure delivery on commitments in compliance with grant agreements;
- Ensure robust grant application and assessment processes in the Academy's Salesforce CRM platform, including overseeing contractors and system development;
- Oversee contract negotiations with grant recipients and their institutions, including managing contractual risk associated with country or institution specific issues and overseeing contract variation or extension requests;
- Initiate and manage appropriate reviews of the Academy's international programs etc
- Manage the international program budget, tracking expenses and ensuring the effective use of resources; and
- Provide advice and prepare and present regular reports and briefing papers to the Board, the International Committee, senior management, funders, and other stakeholders.

2. Support and manage operations of the Association of Asian Social Science Research Councils

While Australia hosts the AASSREC Secretariat:

- Serve as AASSREC Secretary General and as a member of the AASSREC Executive Council;
- Lead an international team to successfully implement AASSREC programs including the biennial general conference, international grant programs, mentoring program, and other key projects and events;
- Support the AASSREC Executive Council, President and Committees in developing strategies, implementing actions and conducting meetings;
- Support and manage AASSREC's relationships with members and other stakeholders, including regional funders and the International Science Council;
- Develop and manage the annual budget and workplan, monitor financial performance and prepare and present financial reports to the AASSREC Executive Council and General Conference;
- Provide advice and prepare regular reports and briefings for the Executive Council, General Conference, Committees and other stakeholders;
- Engage with local organising committees and Australian and international staff to support delivery of high-quality AASSREC conferences, events and programs;
- Support and implement the review and modernisation of AASSREC governance and membership processes; and
- Manage communications including the AASSREC newsletter and website.

3. Proactively engage with key stakeholders including partners, funders and other stakeholders to advance the Academy's objectives

- Act as the primary point of contact for day-to-day engagement with the Academy's International funding partners, including Australian Government Departments, particularly DFAT, embassies, international Academies and AASSREC member organisations; and
- Develop and facilitate bilateral and multilateral research funding programs with international social science academies, research councils and governments.

4. Represent the Academy and AASSREC at domestic and international events

- Act as country or organisational delegate at relevant meetings (including voting according to agreed positions);
- Chair AASSREC business and other meetings;
- Speak at relevant conferences, events and symposia;
- Participate in relevant international delegations from Australia to other countries; and
- Organise, host and/or participate in meetings with visiting international delegations.

5. Manage a geographically-dispersed team of program officers

- Manage and support the Academy's International Program Officer; and
- Manage and support seconded AASSREC program officers based internationally with AASSREC member organisations in the region.

6. Other duties

- Contribute to the Academy's management and strategy as a member of the senior management team;
- Contribute relevant material to the Academy's newsletters, report and social media channels; and
- Perform other duties as reasonably required.

Selection Criteria

Required skills and experience:

1. Demonstrated experience engaging with international networks and organisations, and with DFAT and other relevant government agencies, preferably in the research or higher education sector.
2. A track record of success in strategic development of new programs and revenue streams, including through grant funding or philanthropy
3. Extensive experience in program management and/or project management.
4. Well-developed stakeholder management and communication skills with a proven ability to develop, manage and maintain strategic relationships.
5. Sound judgement and problem-solving skills, including the ability to work in a culturally-sensitive manner, evaluate and monitor risks, and provide advice and guidance to boards, committees and senior executives.
6. Ability to effectively develop and manage a geographically-dispersed team of staff with diverse workloads and skill sets, including coaching others, providing performance feedback and encouraging career development.
7. Ability to work independently in a dynamic and fast-paced environment, managing multiple and competing tasks with tight deadlines and changing priorities.
8. A sound understanding of the value of the social sciences in Australia and the region and more widely

Desirable qualifications and experience:

9. Experience in the design, implementation and management of research grant programs, preferably in an international context.
10. Existing relevant stakeholder networks with Australian and international diplomatic communities, including work with DFAT, Austrade, or Government-supported International Foundations and Councils.
11. . Fluency in Asian or Indo-Pacific languages other than English would also be an asset.
12. A degree or qualifications in a relevant field, including international relations and cognate areas.

Application process

The position description and selection criteria, along with instructions for applicants are available at: www.socialsciences.org.au/careers

To apply for this role please submit your application by email to chris.hatherly@socialsciences.org.au by **Friday 18 October, 2024**.

Applications should include a cover letter (1-2 pages), a written response to the selection criteria (2-3 pages max), a CV with details for at least two referees.

To discuss your interest in the role please feel free to contact Chris Hatherly, the Academy's CEO by email (chris.hatherly@socialsciences.org.au) or phone (0417 209 425).

The Academy of the Social Sciences in Australia is an equal-opportunity employer. It welcomes and encourages applications from Aboriginal or Torres Strait Islander people, LGBTQIA people, people living with disability and those from culturally and linguistically diverse groups.