



International Program Officer Position Description

Position Overview

The International Program Officer is responsible for providing administrative support to the Academy's International programs, including the Australia-France Indo-Pacific Studies Program (AFIPSP), co-ordinating and managing international grant programs, supporting the work of the Association of Asian Social Science Councils (AASSREC) and providing general operational support to the Academy's International Director.

Position Information

Reports to:	International Director
Classification:	Academy Officer 4 (1) – Manager (1), depending on qualifications and experience \$91,355 - \$102,645 pa plus 17% super (pro rata for part time)
Tenure:	Continuing
Work hours:	Part Time (0.6 to 0.8FTE)
Travel:	Some day and overnight interstate and international travel required
Reviewed:	September, 2024

Conditions include:

- 35-hour standard working week (pro rata for part-time)
- 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, paid domestic and family violence leave 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
- Formalised professional development plans and training opportunities

Duties

With support of the Director, Fellowship, International and Awards and other Academy staff:

1. Manage the Academy's International grant programs:

- Develop and revise grant guidelines as required
- Oversee and manage the development and testing of grant application and assessment processes in the Academy's Salesforce CRM platform
- Manage grant rounds, including opening, promotion and distribution of opportunities and closing of rounds
- Act as the primary point of contact for applicant inquiries

- Provide proactive support to current or prospective applicants through newsletters, email, webinars and similar fora
- Manage assessment processes, including liaison with assessment committees and identifying and contacting reviewers, as required
- Manage communication with successful and unsuccessful applicants
- Manage contract negotiations with successful recipients and their institutions, including any revisions required for country or institution specific issues
- Manage and respond to contract variation or extension requests
- Maintain a register of grantee milestones and reporting requirements, including sending reminders and following up on required submissions.

2. Establish and manage the Academy's AFIPSP Visiting Fellowship program

- Develop and revise guidelines for the new AFIPSP Visiting Fellowship program
- Oversee and manage the development and testing of Visiting Fellow application and assessment processes in the Academy's Salesforce CRM platform
- Manage annual Visiting Fellowship round, including opening, promotion and distribution of opportunities and closing of rounds
- Manage assessment processes, including liaison with assessment committees and identifying and contacting reviewers, as required
- Act as the primary point of contact for applicant inquiries
- Provide proactive support to current or prospective applicants through newsletters, email, webinars and similar fora
- Manage assessment processes, including liaison with assessment committees and identifying and contacting reviewers, as required
- Liaise with proposed host institutions to verify arrangements as required
- Manage communication with successful and unsuccessful applicants
- Manage contract negotiations with successful recipients and their institutions, including any revisions required for country or institution specific issues
- Manage and respond to contract variation or extension requests
- Maintain a register of grantee milestones and reporting requirements, including sending reminders and following up on required submissions.
- Liaise with Visiting Fellows as required during the course of the program to provide support as required by the Academy
- Scope and develop an alumni network for the Visiting Fellows program

3. Liaise with funders, partners and other stakeholder organisations:

- Act as the primary point of contact for day-to-day engagement with the Academy's International funding partners, including Australian Government Departments, embassies, international Academies and AASSREC member organisations.

4. Governance and reporting

- Provide support to the Academy's International committee and AASSREC Executive Council, Steering Committee and Working Groups, including arranging meetings and travel, monitoring committee members' terms of service and co-ordinating nominations from Fellows

5. Other duties

- Contribute relevant material to the Academy's newsletters, website, podcasts and social media channels;
- Perform other duties as required.

Selection Criteria

Required skills and experience:

1. Demonstrated experience in providing high-quality administration and grant support.
2. Demonstrated experience and proficiency in the MS Office Suite.
3. Excellent written and verbal communication skills with a proven ability to develop and maintain effective relationships with a diverse range of internal and external stakeholders
4. Ability to work independently in a dynamic and fast-paced environment, managing multiple and competing tasks with tight deadlines and changing priorities.

Desirable qualifications and experience:

5. A degree or qualifications in a relevant field

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 page), a written response to the selection criteria (2 pages max), a CV with details for at least two referees, and your preferred working days/hours.

To discuss your interest in the role please feel free to contact Academy CEO Chris Hatherly 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.