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| **Graduate**  |
| **Employer** | The Australia Institute |
| **Work Type/s** | Full Time 12 months fixed-term |
| **Classification/s** | Graduate Position |
| **Sector/s** | Not For Profit (NFP) |
| **Location** | Canberra & ACT |
| **Job posted on** | **11 February 2020** |
| **Applications close** | **28 February 2020** |
| **Reports to** | Research Director |
| **Salary** | Starting from $52,000 plus super -- higher salary may be negotiated, commensurate with qualifications and experience.  |

**About the Australia Institute**

The Australia Institute is an independent Canberra-based think tank. We conduct original research that contributes to a more just, sustainable and peaceful society. Our research covers a broad range of economic, social, accountability & integrity and environmental issues in order to inform public debate and bring greater accountability to the democratic process.

**About the Graduate Program**

The Australia Institute’s Graduate program is a unique opportunity to provide economists, political scientists or other researchers with on-the-job training with the most effective think tank in Australia.

The purpose of the Graduate program is to equip future leaders with the skills and experience to create progressive change. This is a position for people at beginning their career or those wishing to expand their experience in either research, communications or political and community engagement.

The Graduate program will provide training and mentoring in key aspects of ensuring the Institute’s research has real impact: research, communications, community, political and stakeholder engagement.

We expect that at the end of 12 months, graduates will leave The Australia Institute with the skills, knowledge and experience to move into positions within the NGO sector, public service or Parliament.

The position is for a fixed term of 12 months, full-time. To get the most out of the program it is preferable that candidates have completed their studies. Up to $1,000 is available to assist with the cost of moving to Canberra from interstate.

**How to Apply**

Please provide a copy of your CV and a two-page letter addressing:

* Why you are applying for the role and how this experience will help with your future career goals?
* What do you think is the most influential Australia Institute report published in the last 12 months and why?
* What do you think is the biggest public policy issue currently facing Australia and why?

Please forward applications (including contact information and details for two references) to mail@tai.org.au citing “Graduate Position” in the subject field of your message. Receipt of applications will be acknowledged by e-mail.

Only candidates selected for an interview will then be contacted.

Applications must be received by 5:00 pm AEDT on Friday 28 February.

**Outcomes**

At the end of 12 months, it is expected graduates will be able to:

***Research***

* Source and interpret data from key sources (e.g. ABS, ATO, budget documents, annual reports)
* Structure and write a research report
* Data check other people’s work
* Analyse and interpret polling data
* Write effective FOI requests

***Media and communications***

* Write an effective media release
* Organise a press conference
* Create content for, and understand how to effectively use, social media to promote the Institute’s research
* Effectively communicate with Institute supporters
* Write Opeds and communicate Institute research through the media

***Community and political engagement and advocacy***

* Understand the role of community, political and stakeholder engagement
* Organise meetings with elected representatives, community groups and stakeholders
* Manage an event (e.g. politics in the pub, public meetings)
* Understand and engage with the processes of federal Parliament (e.g. Senate estimates, Committee inquiries, Budget etc.)