

# UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

**POSITION TITLE** Research Consultant / Senior Research Consultant (Economist)

**LEVEL** 7

**UNIT/FACULTY AND DIVISION** Institute for Sustainable Futures / Research Division

## POSITION PURPOSE

The **Senior Research Consultant (Level 7)**, is responsible for contributing as a team member to the Institute's projects by conducting thorough and detailed research, providing project management for projects up to \$100,000 in value, advises other researchers in project management and research methodology, participates in strategic planning for the Institute and prepares proposals for external funding opportunities.

## DIMENSIONS

Budget	\$25 million per year	External research income	\$20 million per year
Staff	80 research, 17 corporate (FTE)	Graduate Research students	65 (EFTSL)

Research conducted by Institute researchers consists of a variety of short and long-term projects, which typically includes externally funded research, consulting and training projects, proposals and internal projects.

## RELATIONSHIPS

The Researcher will be required to work with Institute staff and students, UTS staff and a wide range of clients and other external stakeholders.

### Supervision

These positions report to one of the Institute's senior researchers for line supervision. A Level 7 Senior Research Consultant may be requested to supervise staff at Level 5 or 6.

### Collaboration and Communication

These positions are expected to work closely with other staff and students at ISF as part of various teams. In addition, these positions liaise and collaborate with outside bodies, such as UTS faculties and departments, industry partners, and Government agencies.

## MAJOR RESPONSIBILITIES

RESEARCH
Research
<ul style="list-style-type: none"><li>• Carry out high quality, innovative applied research projects, selecting appropriate or novel research methods, analysing data and interpreting and synthesizing results, keeping in mind the wider implications of the research.</li><li>• Apply research economist techniques (e.g. modelling, cost-benefit analysis) across different sustainability domains, in particular clean energy technologies, markets and employment.</li><li>• Write project reports, papers and articles relating to their research.</li><li>• Contribute to the review and editing of research reports, conference papers and journal articles ensuring consistency of content and conformity with ISF and other style guidelines.</li></ul>
Project Management
<ul style="list-style-type: none"><li>• Manage research projects of approximately up to \$100,000 in value and ensure work progress on time and within budget, even when managing unexpected changes.</li><li>• Supervise project team members, negotiate contracts and liaise with clients to secure research projects.</li><li>• Be the principal point of contact for clients when appointed as Project Manager for a particular project.</li><li>• Select, engage, brief and manage subcontractors on projects when necessary.</li></ul>
Business Development
<ul style="list-style-type: none"><li>• Prepare applications and proposals for external funding of research projects.</li><li>• May pursue some own business development ideas.</li></ul>
ENGAGEMENT AND PARTNERSHIP
<ul style="list-style-type: none"><li>• Liaise and collaborate with outside bodies, such as industry partners, UTS faculties and departments and Government agencies.</li><li>• Develop, present and explain research outcomes at internal and external workshops, seminars, conferences and meetings</li><li>• Negotiate with others (both internal and external to ISF) using influencing and conflict management skills where necessary.</li><li>• Provide research policy and technical expertise to ISF staff, students and external agencies when required.</li><li>• Sole author or in collaboration on one or more refereed papers annually that is submitted for publication.</li></ul>
MANAGEMENT AND LEADERSHIP
<ul style="list-style-type: none"><li>• Take a leadership role at ISF; facilitate meetings and contribute to community building in the workplace.</li><li>• Provide appropriate feedback for different people including supervisor, supervisee's, Project Directors, Project Managers, and team members.</li><li>• Recommend and implement policy and procedural initiatives to improve the ability of ISF to meet its objectives.</li><li>• Assist and advise other researchers in project management and appropriate research methodologies.</li><li>• Assist in the strategic planning of the long-term research direction for ISF.</li><li>• Apply UTS policies and principles of EEO and EH&amp;S.</li><li>• Manage and disseminate relevant knowledge to contribute to organisational learning.</li></ul>

## ENVIRONMENT

The Institute's mission is to support and create change towards sustainable futures. To do this, the Institute has the following strategic priorities defined in our 2025-2027 Strategy.

- **Act on leverage points:** Identify and activate the systemic levers that drive the most transformative change. Scale out, up and deep.
- **Deepen global impact:** Strengthen connections with international partners to make a greater impact on a broader scale.
- **Form purposeful alliances:** Deliberately construct coalitions that accelerate and magnify systems change.
- **Build capabilities for transformative change:** Provide guidance and skills to support the sustainability transition and equip learners with the future-oriented capabilities needed to lead change.
- **Champion continuous improvement:** Continue to strengthen our capabilities, practices and approaches to improve client and staff satisfaction while sustainably growing our impact.

## CHALLENGES AND CONSTRAINTS

The researchers contribute to research to enable the Institute to meet its objectives. The major challenge for researchers is to be self directed and proactive, and able to work in a team environment. The researcher will be responsible for detailed and rigorous research work, idea generation, and will have sophisticated problem solving abilities.

The Institute is required to comply with UTS policy and procedures. It is also required to operate in a dynamic and complex commercial environment. The incumbent will need the flexibility and creativity to meet both the requirements of the University and the needs of the Institute.

## AUTHORITY TO ACT

The Senior Research Consultant will be expected to:

- Manage research and consultancy projects
- Generate income from external sources to fund research activities
- Assist and advise other researchers on the management and technical aspects of research and consultancy projects

## Safety & Wellbeing responsibilities

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisor as soon as is practicable

Supervisors and managers of staff and facilities must do whatever is reasonably practical to ensure that both the workplace and the work itself are safe, in consultation with staff affected.

# KEY SELECTION CRITERIA

## UTS:HUMAN RESOURCES

**POSITION:** Senior Research Consultant (Level 7)

**FACULTY/UNIT:** Institute for Sustainable Futures

1. **Research skills (qualitative or quantitative):** experience specifically in economics modelling or cost benefit analysis. You enjoy working with data and/or people to answer research questions, using qualitative, quantitative or mixed methods. You have completed an undergraduate or postgraduate degree relevant to economics. You will contribute to the design of research projects as well as analysis
2. **Communication skills:** You have excellent written and verbal communication skills, contributing to reports, presentations or engagement activities.
3. **Project management and teamwork skills:** You can proactively manage tasks, timelines and competing priorities at a team level, and prepare and oversee project budgets and work as part of a team of researchers.
4. **Community engagement/relationships experience:** You have proficiency in professional networking and creating external partnerships and have capacity to influence industry and government through research.
5. **Technical knowledge as an economist:** You bring technical expertise as an economist, including quantitative economist techniques (e.g. modelling, cost-benefit analysis) and qualitative (e.g. policy analysis). You will have a high level of skill in excel, including developing and using models.