



# Job Pack

## Terms

| CATEGORY                 | DESCRIPTION                                                                      |
|--------------------------|----------------------------------------------------------------------------------|
| Position Title           | Senior Research Manager                                                          |
| Classification           | Executive Level 2                                                                |
| Position number          | 26-09                                                                            |
| Salary                   | \$141,787 to \$166,223                                                           |
| Super                    | 15.4%                                                                            |
| Employment type          | Full-time                                                                        |
| Job type                 | Ongoing / Non-ongoing<br>Non-ongoing positions available up to 24 months         |
| Current vacancy location | Melbourne, VIC                                                                   |
| Office arrangements      | Hybrid                                                                           |
| Group / Team             | Family Data, Studies & Society / Longitudinal Delivery                           |
| Application close        | 11:30 PM (AEST) - 28 July 2026                                                   |
| Probation                | Successful applicants engaged into the APS may be subject to a probation period. |

| Contact Officer | Contact email                                          | Contact phone number |
|-----------------|--------------------------------------------------------|----------------------|
| Human Resources | <a href="mailto:jobs@aifs.gov.au">jobs@aifs.gov.au</a> | 03 92147888          |

## AIFS Values

As an Australian Public Service agency, we uphold the [APS Values, Employment Principles and Code of Conduct](#). In addition, our organisational Values and Behaviours shape our culture and guide us towards achieving our purpose. Our Values are:

### Curious

We engage in discovery by asking questions, testing ideas and learning together.

### Collaborative

We design work together, coordinate early and seek diverse input to improve understanding and impact.

### Inclusive

We value difference and foster respectful interactions across our workplace and the communities we engage with.

### Impactful

We produce rigorous and impartial research and analysis that contributes to better outcomes for families.

## About our Themes / Longitudinal Research

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The AIFS' [Strategic Research Agenda](#) guides our research focus from 2025 to 2028, with mechanisms for annual review and priority setting.

### Research Themes

There are 4 key [research themes](#) (future link) related to our core legislative functions. The first 3 themes apply to our core function as the leading Institution for family studies in Australia. The fourth theme applies to our secondary function under the Gambling Measures Act 2012.

|                                      |                                                     |
|--------------------------------------|-----------------------------------------------------|
| 1. <b>Child and Family Wellbeing</b> | Enabled under the <i>Family Law Act 1975</i> , AIFS |
| 2. <b>Child and Family Safety</b>    | is the leading institution for family studies in    |
| 3. <b>Families and Society</b>       | Australia.                                          |
| 4. <b>Gambling Harm</b>              | AIFS has a secondary function under the             |
|                                      | <i>Gambling Measures Act 2012</i> .                 |

### Longitudinal Studies

Additional to our research themes, there are 2 large-scale [longitudinal studies](#) that AIFS conduct.

5. **Longitudinal Study of Australian Children (LSAC)**
6. **Ten To Men (TTM)**

## AIFS Employment Value Proposition (EVP)

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AIFS' Employee Value Proposition (EVP) defines what makes our organisation a unique and rewarding place to work. It captures the experiences, opportunities, and benefits that current and future employees can expect in return for their contribution to the Institute's mission.

Our EVP encompasses who we are – our purpose, values, culture, and the opportunities we offer. It reflects what AIFS stands for and what it promises to our people.

The EVP is shaped around four key pillars:

- Impact
- Opportunities
- Connection
- Lifestyle

More information on our [EVP](#).

## Eligibility

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- To be eligible for employment, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.
- Conditions of employment including probation and other clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

## How to apply

To apply for this vacancy, you will need to submit an online application through the [Careers hub | Australian Institute of Family Studies](#) page on our website.

### Application requirements:

- Complete the application form
- Submit a current resume/CV detailing your recent employment history.
- Submit a cover letter addressing the key capabilities required (**maximum 2 pages**) as outlined on the Job Description.

### Important to note: [Principles for candidate use of AI in recruitment](#)

The use of the STAR (Situation, Task, Action, Result) model can be adopted to articulate your examples. Further information on the STAR model can be found on the [APSC's webpage](#).

We are an inclusive employer and welcome applications from everyone. When you complete your online application, you will be asked if you require any adjustments to participate in the recruitment process. You will have the opportunity to provide details of the adjustments you require, and we will do our best to accommodate your needs.

## The importance of merit

Recruitment processes within the APS rely on merit. We have mechanisms in place to ensure candidates are doing the right thing. You must not share or discuss any information relating to the assessments at any time, particularly while the recruitment process is active.

Sharing information such as assessment questions, sharing responses or having someone complete an assessment on your behalf goes against merit. Candidates are expected to ensure all answers and responses are their own responses and not obtained from another source. Candidates found to have jeopardised the integrity of a process will be investigated and risk having their application withdrawn, or for APS employees, the matter may also be referred for investigation as a suspected breach of the Code of Conduct.

## About the process

| Proposed stages of recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Application assessment.</li><li>• Interview.</li><li>• Referee report and Integrity check.</li><li>• Process finalised – candidate notified of outcome.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| About the process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• We will contact you by email and may use SMS to provide further information.</li><li>• You must use an email address you have access to for the duration of the recruitment exercise (for example a personal email address).</li><li>• You can edit a submitted application at any time before the job closes.</li><li>• This selection process will be used to fill vacancies both now and as they become available within the next 18 months.</li><li>• If found suitable, your details will be placed into a merit pool, and you may be contacted by a hiring manager should a vacancy become available.</li><li>• <b>Note:</b> the level of security clearance may differ depending on the potential role.</li></ul> |