



## RESEARCHER/SENIOR RESEARCHER

### 1. About NSPAC

The National Seniors Productive Ageing Centre is an initiative of National Seniors Australia and the Australian Government (through the Department of Health and Ageing). The Centre's aim is to advance knowledge and understanding of all aspects of productive ageing to improve the quality of life of people aged 50 and over.

The Centre's key objectives are to:

- Support quality consumer oriented research informed by the experience of people aged 50 and over;
- Inform Government, business and the community on issues that impact on the ability of the older Australians to contribute productively to the economy and society;
- Raise awareness of research findings which are useful for older people; and
- Be a leading centre for research, education and information on productive ageing in Australia.

Further information on NSPAC is available at: [www.productiveageing.com.au](http://www.productiveageing.com.au)

### 2. Job Description and Selection Criteria

<b>Position Title:</b>	Research Officer.
<b>Location:</b>	23 Torrens Street, Braddon, ACT
<b>Responsible to:</b>	General Manager Policy and Research

#### **Purpose:**

The Research Officer, in close consultation with the General Manager Policy and Research, will be responsible for leading and managing the design, development and implementation of new and innovative research into productive ageing.

### **Responsibilities and Duties:**

- Develop and manage selected research projects and ensure progress of the projects.
- Identify new research opportunities (including surveys), to be undertaken internally or externally, that best support NSPAC's research priorities.
- Prepare project reports, articles and research papers and manuscripts for publication and presentation at conferences and workshops.
- Initiate, build and maintain partnerships and collaborative arrangements with other relevant research and partner organisations.
- Work in partnership with others, both within and outside NSPAC/NSA, to ensure the forward planning of research requirements, the specification of research briefs and the successful outcome of research projects.
- Monitor issues and initiatives relating to productive ageing, and provide timely advice to the General Manager Policy and Research on the research implications of these issues/initiatives for NSPAC.
- Develop and maintain the NSPAC Website, including the Atlas of Productive Ageing.
- Keep up to date with developments in ageing research, as well as qualitative and quantitative research methods;
- Provide assistance and support to the NSA's National Policy Office.

### **Selection Criteria:**

- A genuine interest in and understanding of productive ageing issues.
- Demonstrated research capacity and experience, including the ability to manage research projects.
- Sound project management skills, especially the ability to drive a research project and carry out administrative functions relating to the conduct of research projects.
- Strong written communication skills that can be applied to the development of a range of documents and publications.
- Superior interpersonal skills and excellent communication ability, including ability to liaise effectively with a diverse range of people.
- Demonstrated ability to work well in a small team.
- Appropriate tertiary qualifications and significant research experience using both qualitative and quantitative methods.

### **3. Other relevant information:**

- Appointment in the salary package range \$60,000 to \$90,000 depending on qualifications, ability and experience.
- Permanent appointment - all contracts of employment are subject to successful completion of a 3 month probation period
- The position description is indicative of the position. The job comprises other duties as directed.
- It may be necessary to undertake interstate travel to conduct research, give presentations or collaborate with other relevant organisations
- Limited assistance is available towards relocation expenses.
- Contact person for additional information about the position:  
Name: Peter Matwijiw  
Position: General Manager Policy and Research  
Telephone: 02 6230 4588  
Email: [p.matwijiw@nationalseniors.com.au](mailto:p.matwijiw@nationalseniors.com.au)

### **4. Application Process:**

Applications addressing the selection criteria and providing details of three referees should be directed to [p.matwijiw@nationalseniors.com.au](mailto:p.matwijiw@nationalseniors.com.au)

The closing date for receipt of applications is **9th July 2010**.