

Summer internship program 2020/2021 - FAQs

What is Grattan?

We are Australia's leading domestic public policy think-tank, based in Melbourne. Our work is independent, taking the perspective of the public interest rather than any interest group; rigorous, in obtaining the best available evidence from published work and collecting and analysing our own data; and practical in articulating what governments should do to improve the lives of all Australians.

What kind of people are associates at Grattan?

Our associates are economists or generalists – coming from a variety of backgrounds. Check out our website <http://www.grattan.edu.au/people.html> to see our current profiles.

Do interns work on a program?

Yes. Generally, an intern will only work on one program during the internship. Our current programs are Australian Perspectives, Budget Policy and Institutional Reform, Energy, Household Finances, School Education and Transport and Cities. Each intern is assigned a project which we endeavor to base on your capabilities, preferences, and the skills needed for the work.

What's the work like?

We work in small, focused teams – generally you will work with one or two associates and a Program Director. The work is intellectually challenging and extremely varied. It includes: scoping research questions; literature reviews; devising analytical approaches; quantitative analysis; assisting to drafting sections of reports; joining meetings with stakeholders.

What is the culture like?

Grattan has a very short hierarchical chain. The work culture at Grattan is very inclusive. Associates are generous with their time in helping to develop colleagues and improving the quality of our work. Being a relatively small organisation, we like to share our work and learnings with colleagues in regular informal presentations. We also maintain a collegiate environment by sharing soup together every Monday.

What are my development opportunities?

There is a strong commitment to learning and development. Interns participate in a structured internship development program which complements their hands-on project experience. While at Grattan, interns will also take part in our internal Tank Time Program where development sessions are presented by internal and external guest speakers.

Who is eligible to apply for the Summer Internship Program?

Internships are open to current students, graduates and professionals who are looking to explore a career in public policy. Current students must have completed at least two years of an undergraduate degree by the end of 2020.

FAQs continued.

What do you look for when reviewing an opinion piece?

There are three critical elements we look for when reviewing an opinion piece, namely:

- **Style:** we are looking for clarity of expression, logical and easy to follow structure and enjoyability of reading the piece. We highly recommend you take the time to read opinion pieces in the various media outlets so you can get a feel for the specific style of an opinion piece.
- **Rigour:** the opinion piece must clearly demonstrate research effort; it must use evidence and demonstrate a clear analysis that generates logical conclusions.
- **Argument:** the quality of your argument and specifically whether you have identified the core issues and considered both for and against arguments.

In addition to this, we also check the word count so please make sure you keep it to 500 words.

What are the steps and timelines for the internship application process?

The three-step process is as follows:

- Your written application which requires that you submit four things via our Career Page which include:
 - Answers to 5 questions with a limit of 100 words per answer
 - Opinion Piece with a limit of 500 words
 - Resume limited to one page
 - Academic transcript

Written applications are due on **Monday 21 September 2020**. We will take 3 -4 weeks to review the applications and you will hear about the outcome of your application by no later than **Friday 16 October 2020**.

- **Interview:** If your application is successful, you will be invited to meet with two of our Associates and our Head of People and Development. We will revisit your opinion piece during the interview as well as asking you a number of other questions to help us get to know you. This process takes approximately 2-3 weeks.
- **Outcome:** you will be advised of the outcome of your application by no later than **Friday 13 November 2020**.