

Position description: Economic Policy Deputy Program Director (or Senior Associate)

Position summary

The Deputy Program Director (or Senior Associate) holds a senior research and policy role, reporting to the Economic Policy Program Director.

The Deputy Program Director identifies key economic challenges; sources and analyses relevant evidence; synthesises data and information; and communicates the outcomes effectively to policy makers, stakeholders, and the broader community, to influence Australia's economic policy reform priorities. The Deputy Program Director builds relationships with economic policymakers and industry stakeholders and participates in and contributes to Grattan Institute's team and activities.

Key duties and responsibilities

The Deputy Program Director works with the Program Director to:

- Generate ideas and participate in the stress-testing of other team members' ideas, about what reports to write.
- Quickly identify what's important and develop an idea of how to tackle the main issues.
- Go where the evidence leads, even if that conflicts with prior notions.
- Develop a command of the relevant literature.
- Make a major contribution to the structure and content of reports.
- Design and critique the analysis underpinning reports.
- Produce high quality written and visual output, quickly and accurately.

The Deputy Program Director also plays a key role in the policy advocacy that stems from reports and other analysis to:

- Prepare and deliver presentations to various audiences.
- Develop and maintain strong networks with senior stakeholders.
- Speak to print and broadcast media journalists.
- Credibly and authoritatively present findings to decision-makers.

As a senior member of Grattan's research staff, the Deputy Program Director is expected to model good institutional and working behaviour. This means:

- A strong commitment to team goals.
- Excellent work management and prioritisation.
- Willingness to contribute to the development of other staff.
- Actively and constructively engaging with colleagues across other parts of Grattan.

Selection criteria

Essential

1. High level qualifications in economics and a strong grasp of economic concepts.
2. Ability to identify policy problems and opportunities, and to think logically and rigorously about fresh ways to address them.

3. Excellent quantitative research and analytical skills.
4. Demonstrated experience in designing analysis and drawing robust and useful conclusions from it.
5. Sound understanding of how governments make policy.
6. Demonstrated experience in critically evaluating and synthesising existing research on a topic.
7. Ability to structure information and write clearly and persuasively.
8. Ability to present confidently in front of a variety of audiences.
9. Capable of day-to-day running of the program in the Program Director's absence.

Desirable

1. Expertise in one or more of tax, welfare policy, labour markets, housing, retirement incomes or macroeconomic policy.
2. Expertise in data analysis, including using script-based statistical software (e.g. R, Python, Stata).