



Australian Government
Australian Centre for
International Agricultural Research



**Job
information
pack**



Executive Level 2 Research Program Manager

Make a difference in the world. Work at ACIAR

Position Number:	0105
Classification:	Executive Level 2
Branch:	Research
Location:	From July 2025, ACIAR headquarters will move to Barton, ACT
Employment Type:	Ongoing

Support us to grow food efficiently, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably.

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the *Australian Centre for International Agricultural Research Act 1982*.

ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

While ACIAR is supportive of flexible working arrangements, this position requires face-to-face contact at our headquarters in Canberra.

About this exciting opportunity

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate.

The Forestry Research Program Manager (RPM) is responsible for commissioning, co-developing and managing a coherent portfolio of research-for-development projects, aligned with the priorities of Australia's official development assistance program and contributing to ACIAR's strategy and thematic priorities. Projects typically involve partnerships that link the innovation systems in Australia and ACIAR partner countries in the Indo-Pacific region, bringing together partners in universities, public research and development agencies, resource management agencies, and the private sector.

The RPM will have responsibility for the design, coordination and monitoring of ACIAR Forestry research investments and collaborating in the design and review process of other Research Programs. Working closely with the Research Director, the RPM will ensure that ACIAR's research investments respond effectively to country partner priorities, ACIAR's Strategic Plan and Australia's International Development Policy, facilitating engagement with the Australian and international agricultural innovation systems.

The position of RPM is a key part of ACIAR's distinctive partnership brokering model of research investment in developing countries. Individual RPMs deliver scientific leadership within their own Research Program and

disciplinary area adhering to policies and procedures of ACIAR and operating within the legislative framework and the requirements of the Australian Public Service.

We are seeking a senior researcher with professional forestry experience who can develop and evolve an established Research Program, while also contributing to ACIAR's broader research portfolio design and management including peer review of ACIAR projects in other programs, contribution to scientific and policy submissions and reviews, and membership of internal committees. It's important to note that the position is responsible for commissioning and managing the administration of projects, not undertaking the research.

The ACIAR Forestry Program seeks to catalyse more productive, climate-resilient and sustainable forest management and sustainable interactions with agricultural food systems in partner countries through international research partnerships directed at: **management, conservation, and restoration of forest resources, agroforestry, and increased efforts to prevent forest degradation and mitigate climate change.**

The position is based at our headquarters in Canberra with international travel required approximately six (6) times per year.

DUTIES INCLUDE

Under general direction of the Research Director, manage the ACIAR Forestry Program and contribute to the delivery of ACIAR's 10 Year Strategy through:

1. Contribute to the future strategic direction of ACIAR's research through learning from current and past investments, in-country partnership insights and Australia's comparative advantage in international agricultural research
2. Maximise the potential contribution of project findings to development outcomes through effective and innovative impact pathways by identifying next and end-users of the research results and facilitating the appropriate communication of the outputs of ACIAR projects. As appropriate, represent ACIAR at international conferences, seminars and workshops to promote research findings;
3. Contribute guidance and expertise to cross-cutting research initiatives and projects across other parts of the ACIAR research portfolio including through peer review of other ACIAR investments, seeking performance improvements in collaboration with other areas of ACIAR, such as Corporate and Partnerships, input to submissions and reviews, and participation on internal committees.
4. Develop and maintain a robust programmatic Theory of Change and associated Monitoring and Evaluation activities aligned with the ACIAR 10-Year Strategy and reporting framework; and
5. Ensure high quality and consistent adherence to ACIAR policies, procedures and systems, operating within the legislative framework and the requirements of the Australian Public Service. Provide expertise and support in market scanning for research and capacity development related procurement activities.
6. Support the process of prioritisation and development of investment opportunities based upon partner country priorities, strategic research needs, and comparative advantage to deliver on ACIAR's Strategic Plan and Investment Framework, and Australia's International Development Policy.
7. Establish, evolve and maintain robust networks with research institutions within Australia and in partner countries and their innovation partners across value chains and in local communities that support research initiatives.
8. In response to investment priorities allocated to the Program, facilitate the development, review, implementation, monitoring and evaluation of a program of activities including:
 - Identify and conceive original, innovative and high-quality research projects that effectively respond to partner country priorities and involve research, development and capacity building;

- Broker research partnerships and manage the preparation and assessment of research proposals;
- Ensure the scientific and technical basis of contracts for approved projects is robust;
- Coordinate and monitor implementation of the projects through, inter alia, systematic review of annual and final reports and mid-term and final project reviews; and
- Analyse and evaluate the results of research in programs and projects and working in collaboration with others in Research and Capacity Development and with the Partnership Branch of ACIAR to identify opportunities for capacity development, extension and outreach initiatives.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Baseline security clearance.
- **Mandatory Qualifications** - our successful candidate will possess graduate and/or postgraduate qualifications relevant to forest production, protection, product innovation, and agroforestry, with specific areas including optimising forest management, pest and disease management, and developing new wood products.

Contact

After reading this “*Information Pack*” should you require additional information you are encouraged to contact ACIAR@dfp.com.au or 1300 384 442.

What you’ll need to excel in these challenging roles (*selection criteria*)

Our successful Research Program Manager will possess:

1. Experience working cross-culturally and ability to communicate and collaborate with diverse groups of stakeholders
2. Demonstrated experience in managing and overseeing a diverse portfolio of investments, while ensuring alignment of investments with strategic and policy requirements of funding agencies.
3. A proven history of contributing to strategic research direction through insights gained from current and past investments, partnerships, and understanding of international agricultural research landscapes.
4. Established track record in facilitating the design, execution and management of research projects.
5. Demonstrated ability to maximize the development impact of research findings, utilising innovative pathways, and effectively communicating results to end-users, including representation at international forums.
6. Proven competency in managing procurement processes, budgeting, financial management, and reporting in line with organisational policies and standards.
7. Demonstrated leadership in mentoring program support staff and research officers, adhering to organisational agreements, policies, and legislation.

Desirable experience

- International research experience, particularly in a development context.

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- Experience working in or with developing countries, especially in SE Asia, the Pacific, South Asia, and/or Africa.
 - Familiarity and or experience in apply program logic and/or Theory of Change principles to the development of research projects and programs
 - Experience providing expert advice to government bodies on emerging trends, opportunities, and challenges in forestry research in an international context.

What we need from you

Tell us in 1000 words or less why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualification are relevant to the role. Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role. Please attach a concise resume (PDF preferred) which clearly outlines your work experience, educational qualifications, and relevant skills.

Please also provide two referees who can attest and validate your credentials and suitability for the role.

NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and workplace health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.