



AUSTRALIAN  
Indigenous  
Governance  
INSTITUTE



The Australian Indigenous Governance Institute (AIGI) is an Indigenous-led national centre specialising in governance knowledge and excellence. AIGI support the economic, social and cultural aspirations of Aboriginal and Torres Strait Islander peoples by connecting them with world-class governance practice, research, thought leadership and educational resources.

AIGI is an independent institute located within the National Centre for Indigenous Studies at the Australian National University.

Further information regarding the roles, including selection criteria can be downloaded from our website [www.aigi.com.au](http://www.aigi.com.au)

## Research and Project Officer

**\$85000 to \$90000 pa gross (inclusive of superannuation)**  
**Australian Indigenous Governance Institute, Canberra**  
**2 years contract (potential for ongoing)**

### Key Responsibilities

- Support and undertake research under limited supervision either as a member of a team, or where appropriate, independently;
- Draft conference proposals and contribute to the production of conference and seminar papers and publications;
- Assist in research undertaken at AIGI including the development of literature reviews and discussion papers on emerging topics that can be uploaded to the AIGI website on a regular basis;
- Support AIGI's advocacy strategy, identifying opportunities for AIGI input and submission including to government and other enquiries;
- Undertake professional development activities including, attendance at conferences and seminars relevant to the strategic objectives of AIGI;
- Occasional administrative functions primarily connected with current AIGI research and projects;
- Serve on internal committees and become familiar with the processes of research, project management, budget and grant development;

## Training and Development Officer

**\$85000 to \$90000 pa gross (inclusive of superannuation)**  
**Australian Indigenous Governance Institute, Canberra**  
**2 years contract (potential for ongoing)**

### Key Responsibilities

- Oversee AIGI's training and development program including responding to training and consultancy requests; and, manage and develop an annual training and development schedule / calendar;
- Design and expand AIGI's training and development programs based on the needs of the organisation, including online toolkit and governance workshops;
- Coordinate training and development workshops, including resources, logistical planning and all training support requirements and general administrative tasks;
- Ensure all training and development workshops are adequately resourced and evaluated;
- Develop and engage appropriate and experienced consultants to facilitate AIGI's training and development program; and, negotiate AIGI consultancy contracts.

### Desirable

- Training and Assessment qualification

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**Applications should be addressed to:** [aigi@anu.edu.au](mailto:aigi@anu.edu.au)

### Closing date:

- December 7, 2018.
- To commence in February 2019

### Applications must include:

- A cover letter outlining why you are applying for this position
- A Max 3 page pitch outlining your skills, experience and qualifications (using Selection criteria as a guide)
- Resume

For further information please contact Michelle Deshong, CEO, Australian Indigenous Governance Institute on at [aigi@anu.edu.au](mailto:aigi@anu.edu.au) or 0436 193 662.

**CLICK FOR FURTHER  
INFORMATION**