

## Research Officer (Industry & Science)

<b>AGENCY</b>	Department of Industry, Science and Resources
<b>POSITION NUMBER</b>	TK002
<b>POSITION TITLE</b>	Research Officer (Industry & Science)
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	DISR Section
<b>REPORTS TO (TITLE)</b>	Counsellor (Industry, Science & Resources)

### About the Department of Industry, Science and Resources (DISR)

The role of the Department of Industry, Science and Resources (DISR) is to drive Australian growth and job creation. DISR plays a central role in supporting the Australian government's economic agenda through ensuring Australian firms are well positioned to grasp the opportunities presented by technological change and global economic growth. The department also helps people navigate these changes by ensuring policies and programs pave the way for businesses to create jobs across all parts of the economy.

More information on DISR can be found at: <https://www.industry.gov.au/>


### About the Position

This position in the Australian Embassy provides support primarily to the portfolio interests of DISR, and to a lesser extent, other Australian government agencies including the Department of Foreign Affairs and Trade and Austrade.

Under limited direction, the Research Officer provides timely and incisive research and analysis on Japan's approach to critical and emerging technology, manufacturing, supply chains, innovation and science, and supports Australia's engagement with Japan on these issues. As the position undertakes extensive liaison functions, proficient English and Japanese communication skills and the ability to successfully bridge Australian and Japanese work cultures is essential. This is a busy position that covers a wide range of evolving issues. There will be substantial autonomy in setting work objectives and determining the strategies required to meet these objectives. Given the wide variety of issues covered by the role, flexibility and adaptability are key requirements.

### Key responsibilities of the position include but are not limited to:

- Lead and coordinate research and analysis on trends and developments in Japan's policies and approach to critical and emerging technology, manufacturing, supply chains, innovation and science, and assess how these issues can advance the Australia-Japan relationship.
- Prepare high-level briefings for the Ambassador, Deputy Ambassador and Counsellor.
- Develop, execute and co-ordinate visit programs for visiting ministers and officials related to DISR.
- Develop and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders to provide an effective Australian contribution within the Japanese and Australian government, industry and academia.
- Represent and promote the DISR interests at a range of forums, events and meetings and provide strategic advice and reporting on Australian participation, developments and policy issues.
- Provide advice and high-quality written reports to inform activity progress in relevant areas in both Japanese and English.

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- Respond in a timely manner to internal and external requests for assistance from stakeholders.
  - Initiate and prepare relevant social media content.
  - Provide translation and informal interpreting support as required.

### Qualifications/Experience

- Relevant tertiary qualifications.
- Background in the industry, innovation, science and technology sectors is highly desirable.
- Good understanding of Japanese and Australian government and business practices.
- High proficiency in written and spoken English and Japanese:
- Japanese language skills: minimum of JLPT level 2 or equivalent.
- English language skills: above TOIEC 980 points or equivalent.
- Ability to interpret and translate between Japanese and English is desirable
- Ability to draft a range of reports and correspondence in English.
- Ability to undertake research and analysis and demonstrate sound judgement in providing advice and recommendations.
- Ability to maintain effective internal and external networks and represent Australian interests.
- Ability to work under limited direction in an Australian team environment, as well as the ability to work independently.