

## **Role Description**

**Job title:** Research Officer

**Reporting to:** Head of Crisis Operations and Head Crisis Writer

**Hours:** 8-12 hours per week + Full-Time during Summit Week

**Location:** Canberra

## **Purpose of the Position**

The position of Research Officer stands as a role within the Australian Crisis Simulation Summit (ACSS) Crisis Operations Team. The role engages directly and oversees the development of crisis simulations constructed by the crisis writing team.

As RO, you will be responsible for the development of your team's crisis simulation. You will be responsible for providing high levels of research and analysis to ensure the realism of your crisis narrative. Research tasks and areas will be developed collaboratively with your team and will be refined when needed. Additionally, to the role, you will be responsible for overseeing the ACSS "news" broadcasting service that runs during the simulations. This position will require a high level of engagement and consultation with external stakeholders. This will be imperative to the formulation of the success of your team and the broader objectives of the ACSS. This position also requires a high level of engagement and consultation with key academic consultants, industry professionals, as well as internal and external stakeholders, imperative to the formation of the simulations, the success of your team and the broader objectives of the ACSS.

## **Responsibilities and Duties**

- Responsible for researching and fact-checking all parts of the crisis narrative, and assisting with the development of the narratives.
- Work closely alongside the Crisis Writers to develop realistic and engaging narratives.
- Possibility to assist directly with the creation of narratives once the initial research stage has been completed.

- Liaise with academics and industry professionals to maintain and enforce realistic narratives.
- Lead developer of pre-readings and plenary documents for academics and delegates.
- Actively liaise with your crisis writing team to assist in formulating the foundations for crisis simulation projects. Additionally, facilitate, guide and maintain strong leadership within the team.
  - 2x Crisis Writer, 1x Research Officer and on occasion 1x SBC Officer
- Coordinates with the Media Operations and Crisis Operations team to create an aligned vision for content and summit week initiatives within for the SBC.
- Responsible for the creation of scripts and runtimes for the entire SBC coverage.
- Liaise with the Crisis Writing teams to ensure narrative clarity and consistency and ensure a smooth and efficient running of the crisis simulations during Summit Week.

## **Academic and trade qualifications**

### **Essential qualifications**

- At least be in your second year of studies at the Australian National University.

### **Desirable qualifications**

- Studying international relations, security studies, arts, business, law, legal studies, humanities, philosophy or economics.
- Have a strong interest in domestic/international security and/or world affairs.

## **Work experience and skills**

### **Essential experience**

- Proven leadership position/s

### **Desirable qualifications**

- Experience in a high-intensity work environment with the ability to adapt quickly to changes

- The ability to make short, quick decisions under pressure

## **Personal qualities and behavioural traits**

### **Essential qualities or behaviours**

- Proven strong organisational skills
- Proven leadership skills and/or positions
- Strong written and verbal communication skills
- Strong interpersonal skills

## **Relationships/Report to**

### **Details of relationships relevant to this role**

The role of Research Officer (RO) will liaise directly with the Crisis Operations Team and will report directly to the Head of Crisis Operations and Head of Media Operations.