Science Adviser

Department/Section:	Science Networks and Advice
Job Type:	Ongoing
Full Time / Part Time:	Full time
Location:	Canberra
Salary Classification	Level 6

About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists, championing science for the benefit of all.

The Academy is an independent, non-government, not-for-profit organisation delivering science-based advice and advocacy. Its aim is science in the service of the nation - a sustainable and prosperous future for all Australians, and to secure Australia's place in global science.

The Academy Council sets the strategic direction of the Academy on behalf of its Fellowship to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

The Academy's office is located on Ngunnawal and Ngambri Country in Canberra, ACT.

Our Culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

Position Purpose

The Science Adviser is a key member of the Academy's Science Networks and Advice team, contributing to the delivery of priorities outlined in the Academy's Policy and International Strategy. The role provides expert support to advance science and public policy in Australia by collaborating with leading scientists, government, industry, and other stakeholders.

This position requires an understanding of government policy development processes and the ability to produce clear, evidence-based advice for policy reports, submissions, and strategic projects. The Science Adviser convenes expertise from disciplinary communities, supports initiatives that strengthen Australian science, and ensures input from Fellows, National Committees, and Early- and Mid-Career Researchers (EMCRs) are reflected in the Academy's advice.

Working alongside Senior Science Advisers, the role engages with Australia's foremost scientists to provide input into national and international policy issues and contribute to high-quality, impactful science advice.

Duties and Responsibilities

Reporting to the Science Networks and Advice Manager:

1. Support the timely delivery of high-quality science-for-policy projects in collaboration with colleagues across the Policy & International Division, particularly Senior Science Advisers. Ensure deliverables are well-articulated, evidence-based, and actionable.

2. Lead drafting of policy submissions, position statements and discussion papers, convening and drawing on the expertise of Fellows, National Committee members and EMCR Forum members, to synthesise complex scientific insights into clear, policy relevant outputs.

3. Coordinate National Committee activities supporting discipline specific initiatives outlined in committee Terms of Reference, ensuring alignment to Academy priorities,

4. Work with the Science Networks and Advice Manager and the Senior Science Advisers to integrate National Committee insights into the Academy's policy and international priorities and outputs, contribute to the development of the Academy's science advice methods.

5. Monitor emerging issues within disciplinary networks and provide timely intelligence to inform Academy strategy and policy positions.

6. Liaise with government, industry, and international partners, and actively engage with National Committee chairs to strengthen networks and identify opportunities.

Qualifications and Experience

- A tertiary degree in a relevant field such as public policy, political science, economics, or science/technology, or substantial equivalent work experience.

- Experience in project management, research and data visualisation.

- An understanding of the not-for-profit and/or STEM sector would be an advantage.

Selection Criteria

- Demonstrated experience delivering evidence-based science policy outputs, with the ability to synthesise complex information into actionable advice for decision makers.

- An understanding of policy development processes, particularly as they relate to the Australia's science system, with the ability to apply this knowledge to integrate disciplinary expertise into actionable science advice.

- Strong project coordination and delivery skills, with demonstrated experience working on science-for-policy projects, producing high-quality outputs under pressure, to tight deadlines.

- Capacity to monitor emerging issues, providing timely intelligence and contribute to the development of science advice methodologies.

- Clear and concise written and verbal communication skills, with the ability to synthesise and present complex scientific and policy information succinctly for diverse audiences.

- Excellent interpersonal skills, with the ability to work effectively with colleagues and build and maintain strategic relationships with multiple stakeholders.

- Strong stakeholder engagement and networking skills with the ability to consult with a wide range of internal and external stakeholders to identify opportunities, foster collaboration and inform strategic science advice outputs.

- Commitment to workplace diversity, participation, WH&S, and equity principles.