

Luke Hambly was appointed Executive officer of the Centre for Democratic Institutions at the ANU in February 2005. Previous to this, he has worked within the discipline of Anthropology at the ANU since 2001, most recently as the research assistant to the Anthropology Department in the Research School of Pacific & Asian Studies (RSPAS). In 2004 Luke completed a post graduate degree at the ANU, being awarded a Masters degree in Applied Anthropology and Participatory Development. Luke was employed at AusAID between 1998 and 2000 working in a variety of areas within the agency, including the PNG branch, where in 2000 he was given the opportunity to work for 3 months with the Bougainville Peace Monitoring Group as a civilian monitor on the island of Buka. In 1999 he also spent 3 months in Alice Springs working with the NT Aboriginal Areas Protection Authority assisting in the registration of sacred sites within the Northern Territory. This work history is detailed below.



Employment History

February 2005 – Present

**Executive Officer, Centre for Democratic Institutions
ANU**

June 2002 – January 2005

**Research Assistant, Department of Anthropology
Research School of Pacific and Asian Studies (RSPAS), ANU**

Along with general research assistance, I was the editorial assistant for The Asia Pacific Journal of Anthropology produced by this department since 1977. My duties relating to this journal included coordinating the submission, refereeing and publishing of articles, and the management of the production and distribution contract.

I also monitored and maintained the structure and content of the Department's web site. I provided editing and PhD thesis-production advice and assistance to the Department's Phd Students, which included a large cohort of international students for whom English is a second language. I was actively involved in the development of Departmental policy on all issues regarding the training and support of our Phd Students, including the provision of appropriate IT equipment and support.

December 2000 – January 2002

**Course Coordinator
Master of Applied Anthropology and Participatory Development (MAAPD),
School of Archaeology and Anthropology, ANU.**

I was employed to coordinate the preparation and launch of this new Anthropology Masters degree at the ANU. Duties and responsibilities involved in ensuring the on-time commencement of MAAPD included:

- Assisting the academic convenors in the conceptualising, researching and compilation of teaching materials.
- Providing administrative input into the developing of working rules for the program.
- Developing and implementing an international marketing strategy for MAAPD, including the production of hard-copy and web based promotional materials, and the creation of a database of potential students and industry partners.
- Recruiting and enrolling domestic and international students.
- Identifying and piloting web-based distance learning systems.
- Monitoring and managing the MAAPD launch budget.
- Negotiating the involvement of a leading Australian development contractor in the running of a core MAAPD 'industry' workshop.

July – November 2000

Operation ‘Bel Isi’, Buka Island, North Solomon’s Province Papua New Guinea (PNG)/Bougainville

On secondment from AusAID to the 4-nation Peace Monitoring Group in Bougainville, I worked as a Civilian Peace Monitor for just over three months. The overarching brief was to help promote and instill confidence in the peace process through presence, good offices and interaction with the local community, with particular emphasis on close contact with local leaders and opinion makers, women’s groups, youth and church groups. Duties and responsibilities included:

- Investigating and reporting on any breaches of the Lincoln Ceasefire Agreement.
- Participating in twice-weekly liaison patrols around Buka Island in order to provide Bougainvilleans at the village level with oral and written information/updates on the continuing peace process, and to gather information on their political, social, and cultural environment for the planning of future patrols. This often involved addressing large village meetings.
- Liaising with indigenous and international NGOs operating within the area in regard to their perspectives on improving the peace situation.
- Contributing regular written articles to the PMG’s fortnightly newspaper ‘Nuis Bilong Peace’, and organising the broadcasting of these articles on Radio Bougainville.

March 1998 – November 2000

AusAID, Canberra ACT

September 1999 – November 2000

PNG Education and Renewable Resources Section -

My duties and responsibilities as a Desk officer in this area revolved around my co-management of three large PNG – Australia education and training development projects, with a combined estimated expenditure of around \$50 million in 1999/2000 financial year. Along with the general contract(or) management, planning and monitoring, the successful attainment of these projects’ objectives required that I kept abreast of the major trends and fluctuations in all areas of PNG and Australian political/legislative, financial, and social life. The three projects for which I shared Desk responsibility were:

SSSP – The Secondary School Students Project.

CASP – The Commodities Assistance Program

PATTAP – The PNG/Australia Targeted Training project, which included the management of the PNG slice of the Australian Development Scholarships (ADS)

March 1998 – June 1999

I was employed on short term contract at AusAID in the following areas:

Multilateral Agencies and International Health — *March – June 1999*

My duties and responsibilities in this area included assisting in the maintenance and monitoring of AusAID's funding relationship with multilateral agencies dealing in population, and family planning/reproductive health issues as they relate to the delivery of international aid, in particular the UNFPA, UNAIDS, and IPPF.

Governance — *February – March 1999*

My duties and responsibilities in this area included researching the characteristics and impact of the integration of 'human rights' into Australia's aid program in recent times, and collating this information as part of the preparation and implementation of an agency-wide review of 'human-rights-based' activities.

Health Group — *December 1998 – February 1999*

My duties and responsibilities in this area included assisting in the preparation of the Australian Government's brief for the 'ICPD+5' (International Forum for the review and Appraisal of the Implementation of the Programme of Action of the International Conference on Population and Development '94) conference that took place in The Hague. This work involved researching Australia's funding commitment, and general performance in the population/family planning area of international aid delivery during the period 1994 –99.

Personnel Development Section — *November – December 1998*

My duties and responsibilities in this area included booking places for AusAID staff on external training courses, and processing payments and travel requests regarding these placements.

Minister and Parliamentary Support Unit — *September – October 1998*

My duties and responsibilities in this area included processing and tracking of all Ministerial and Parliamentary Secretary correspondence within the Agency, and a major redesign the Executive's weekly 'outstanding correspondence' report.

ASIA Section, South East Asia Regional Program — *June – September 1998*

My duties and responsibilities in this area included conducting a review of all population/family-planning activities managed by this section. This included the compilation of extensive notes on my findings, which were adopted as base-line information for further studies in this sensitive area of development delivery.

Student Program Section — *May – June 1998*

My duties and responsibilities in this area included the collection and composition of international scholarship contacts data into a single, easy-to-use brochure, and researching, purchasing, and organising the delivery of multimedia tertiary education information packages to AusAID Posts for use by prospective international students.

Gender and Education Group — *March – May 1998*

My duties and responsibilities in this area included the collection and analysis of 'gender and development' data and markers on all relevant AusAID projects, in assistance to the Agency-wide transition/translation from 'Women in Development' to

'Gender and Development' indicators on the agency's Activity Management System (AMS).

June – September 1999

Aboriginal Areas Protection Authority (AAPA), Alice Springs Northern Territory, Australia.

I was employed for a three-month period in the Alice Springs regional office of this Government authority, which is responsible for the administration of the Northern Territory's Sacred Sites act of 1989. Duties and responsibilities in my support role to the permanent field officers in Alice Springs included:

- Consulting with aboriginal custodians on a daily basis in Alice Springs and the surrounding region. This consultation involved the collection and documentation of evidence in support of indigenous claims for the registration of geographical features and areas as sacred sites.
- Assisting with the collection and documentation of evidence in the consultation and negotiation process with other stakeholders in the sacred sites registration system such as developers and pastoralists.
- Assisting in the preparation of clearance certificates, which detail the agreed allowed level of development of sacred sites, as negotiated between all the stakeholders, through the facilitation of the AAPA. This work included detailed research of the Northern Territory's Sacred Sites act of 1989, and a solid understanding of federal legislation in this sector.
- General research and maintenance of AAPA's internal sacred site database.

October – November 1998

Study Skills Centre, Australian National University, Canberra ACT

I was contracted for one month's employment with the Study Skills Centre. My duties and responsibilities as research assistant on a project aimed at assessing the position and experience of non-English speaking background (NESB) students within the university included:

- Facilitating student focus groups, and recording data arising from these meetings.
- Merging and analysis of data from focus groups, questionnaires, and existing statistics.
- Designing of an Excel database to best house and present this data.
- Conceptualisation of questions arising from this data in order to aid and direct further research and final reporting by the Study Skills Centre on this project.

January – March 1998

Dept of Archaeology and Anthropology, Australian National University, Canberra ACT

Contracted by Department Head Professor Francesca Merlan. As research assistant, my employment involved the retrieval of various kinds of material regarding Australian indigenous art and artists, from a number of institutions, in relation to Professor Merlan's following work:

- *Voice, Race, Ethnicity and High Culture Fraud in Australia*, a paper given at the ANU Anthropology seminar, April 1998.
- *Cultural Production into Art: Issues of Art and Identity*, a paper delivered to the 'Adventures of Identity' symposium, Goethe Institut Sydney, July 1998.

1992 – 1993, 1988 – 1990

Promotional Art Department, Reader's Digest Australia Pty Ltd, Sydney, NSW

My duties and responsibilities here included:

- Studio management – job delegation, artistic direction, internal and external liaison, ordering and contracting, in all facets of the Promotional Art Department's business.
- Design, artwork, and print production management of direct-mail promotional material.

December - March 1991/92 and December – March 1991

Pomodoro Pizzeria, St Anton, Austria

My work in Austria revolved around the central duty of serving restaurant patrons for duration of the winter ski-season. Responsibilities included dealing with multi-lingual clientele in a hectic environment, requiring the development of substantial cross-cultural communication skills - in particular – a working knowledge of the German language.

1983 – 1988

Art Studio, Publimedia Australia, Sydney NSW

Duties and responsibilities included:

- Cost estimation, preparation of design and artwork, and production/publication supervision of a large array of printed material for clients such as AMP, Qantas, OTC, and Burns Philp, along with studio management, and client/supplier liaison.