



### Role Description

<b>Position Title</b>	Senior Research & Policy Lead
<b>Position Status</b>	Full time (35 hours) per week The position is reliant on continuous Department of Communities & Justice (DCJ) NSW funding.
<b>Principal Place of Work:</b>	Yfoundations Office: 619 Elizabeth Street Redfern NSW
<b>Award Classification:</b>	Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010 Level: 7
<b>Accountable to:</b>	Chief Executive Officer

Yfoundations Inc is the Peak body for youth homelessness in New South Wales. Yfoundations works primarily in the interests of young people by promoting the foundations that are essential for young people to flourish and to end youth homelessness

We engage with, whole of Government, local Councils, young people and the community to inform policy reform and advocate to end youth homelessness.

Our goal is to  
END YOUTH HOMELESSNESS

<b>Purpose of Position:</b>
<ul style="list-style-type: none"> <li>• To identify and deliver research in areas that are relevant to the issues facing young people who are homeless or at risk of homelessness.</li> <li>• To design methodology for stakeholder engagement in key research, to collect and obtain insights and data relevant to the research and Yfoundations mission and values.</li> <li>• To further the mission of Yfoundations.</li> <li>• The 5 foundations are the pillars in which guide Yfoundations work towards ending youth homelessness.</li> </ul>

## Role Overview

Key Accountabilities	Tasks
To identify and deliver research in areas relevant to the key issues facing youth who are homeless or at risk of homelessness.	<ul style="list-style-type: none"> <li>• Develop a Research &amp; Policy plan and strategy that will enable Yfoundations to provide leadership in ending youth homelessness.</li> <li>• Deliver research projects developed in collaboration with the sector and young people that will help influence stakeholders in understanding how we can end youth homelessness.</li> <li>• Build a strong research team within Yfoundations that can support and continue to deliver research on youth homelessness and related matters.</li> <li>• Act as a strategic support to Specialist Homelessness Services.</li> <li>• Maintain and establish connections with relevant research bodies and institutions.</li> <li>• Identify research needs that Yfoundations can pursue or support.</li> <li>• Collect, obtain and disseminate data.</li> <li>• Identify and research innovative solutions that work towards ending youth homelessness.</li> <li>• Develop key material and research that can be utilised by members and service organisations to support funding applications</li> <li>• Develop key material and research that can be leveraged by government.</li> <li>• Develop, manage and evaluate research that will bring awareness to the issues facing young people and our sector.</li> </ul>
To design methodology for stakeholder engagement in key research, to collect and obtain insights and data relevant to the research and Yfoundations mission and values.	<ul style="list-style-type: none"> <li>• Develop a strong design for the collection of research, insights and data to support ongoing work with Yfoundations.</li> <li>• Meet with members, non-members and stakeholders regularly to consult and collaborate on research.</li> <li>• Develop youth informed research and support the youth council who can provide insights to the research.</li> <li>• Develop an up to date database of research information that can be accessed by Yfoundations members for campaign material, marketing material, policy submissions and government engagement.</li> </ul>
Provide Policy expertise and best practice to Yfoundations team and sector	<ul style="list-style-type: none"> <li>• Maintain a broad knowledge of policy issues and challenges for young people experiencing homelessness and the services that support them</li> <li>• Ensure the work of Yfoundations is placing the organisation as a lead agency in sector development, research, and towards the goal of ending youth homelessness</li> <li>• Conduct evaluations into the review and development of Yfoundations Programs and projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the CEO through the preparation of briefs for key documents and research that will inform conversations with Government and other stakeholders.</li> <li>• Attend Sector meetings relevant to policy issues and consult on key issues affecting Young people who are currently and at risk of homelessness.</li> </ul>
Project accountability and reporting	<ul style="list-style-type: none"> <li>• Support Policy &amp; Projects staff to achieve day to day tasks in line with workplans and five foundations.</li> <li>• Adhere to the contract management policies and procedures of Yfoundations, working within budget and within the limitations of contractual obligations</li> <li>• Provide timely and relevant reports to the CEO regarding projects</li> <li>• Respond with professionalism to a wide range of difficult situations such as those involving political sensitivities, complaints or challenges from Yfoundations members or clients, or from external groups or individuals.</li> </ul>
Client and organisational confidentiality	<ul style="list-style-type: none"> <li>• Maintains and upholds all aspects of organisational confidentiality (Including but not limited to staff, young people and members) in relation to intellectual property, program &amp; membership information, board discussions or deliberations, etc.</li> </ul>
Professional communication	<ul style="list-style-type: none"> <li>• Develops effective, professional working relationships with other staff, Yfoundations members, young people experiencing homelessness and other relevant key stakeholders</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works towards organisational and team goals and objectives efficiently and effectively through communication, sharing of knowledge, information and ideas</li> <li>• Participates in project development and supervision with the CEO.</li> </ul>
Active demonstrated commitment to the vision, values and strategic goals of Yfoundations.	<ul style="list-style-type: none"> <li>• Demonstrates Yfoundations values when working within the team and out in the sector.</li> <li>• Strives for excellence in all work produced reflecting the role of a State peak.</li> </ul>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Adhere to company WHS policy, procedures and rules, and follow safe &amp; Inclusive work practices.</li> </ul>

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## **WORKING ENVIRONMENT**

The position is located in Sydney at the head office of Yfoundations Inc., a non-profit organisation whose purpose is: To End Youth Homelessness

## **REPORTING RELATIONSHIPS**

This position will directly report to the Yfoundations CEO.

## **CONTACTS AND CRITICAL RELATIONSHIPS**

### **External**

Externally the Senior Research and Policy Lead liaises with a wide variety of stakeholders, including the youth sector, relevant community stakeholders, universities and other research institutions, other NGOs, and Industry Partnership, Expert Advisory Groups, the Private Sector, Local, State and Federal government officers and others.

Key to this role is the relationship with member organisations, and other relevant organisations in the sector. You will need to be able to harness and nurture these relationships, engage with members regularly in a consultative and open manner.

## **QUALIFICATIONS AND EXPERIENCE**

### **Masters or PHD, in Public Health, Policy or Equivalent**

- More than 3 years' experience in developing and leading research and policy activities in homelessness or related sector.
- The ability to develop lead and implements quality research projects
- Proven ability to advocate, inform policy at both State and Federal Government
- Current New South Wales working with children check
- Ability to supervise the work of staff / interns or volunteers

## **SKILLS, KNOWLEDGE AND ATTRIBUTES**

Essential:

- Through understanding of numerous research methodologies
- The ability to interpreted and analyse research data
- Ability to think outside the box and to bring innovative and bold ideas to the organisation and its members.
- Excellent oral and written communication skills.
- Ability to communicate and interact effectively with a diverse range of stakeholders, including the sector, the community, government and corporate.
- Ability to work with a high degree of autonomy and a willingness to take initiative where appropriate.
- Strong time management and organisation skills, attention to detail, and the ability to complete and manage multiple tasks in a timely manner.
- Ability to work as a team member.
- Ability and willingness to work in accordance with Yfoundations' philosophy and aims.
- High level of computer and IT skills.

- Survey design and data analysis skills.
- The project requires travel and flexibility around when interviews, meeting and consultations can occur but a commitment to Yfoundations and the youth and members.

Desirable:

- Knowledge of Specialist Homelessness Services and the role of Local, State and Federal Governments in relation to young people experiencing and at risk of homelessness.
- Ability to negotiate effectively.

## **KPI's PERFORMANCE**

Quality of:

- Key accountabilities being delivered
- Contribution to the organisation
- Communication with staff, key internal and external stakeholders and customers
- Promotion of the image of the organization

Compliance with:

- Yfoundations' objectives, policies and procedures
- Timeframes
- Budgets
- Relevant Funding Agreements
- Occupational Health and Safety requirements
- Personal development activities in accordance with the principle of continuous improvement
- Yfoundations Delegation of Authority policy
- Organisational Mission and Values.

Approved by,

Pam Barker  
CEO Yfoundations  
Date: 04/02/2020

I have fully understood and accept this Position Description  
Accepted by,

\_\_\_\_\_  
(Name of Candidate / Employee)

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(Signature of Candidate / Employee)

Date: \_\_/\_\_/\_\_\_\_

*Status:*

*This position description was revised and approved by the Yfoundations Board of Governance  
February 2020*

## **Selection Criteria**

- A demonstrated understanding of designing, delivering and interpreting different research methodologies
- More than 3 years' experience in developing and leading research and policy activities in homelessness or related sector.
- The ability to develop lead and implements quality research projects
- Proven ability to advocate, inform policy at both State and Federal Government
- Ability to supervise the work of staff / interns or volunteers
- Strong ability to collaboration and consults with relevant stakeholders (Government, Young People, Academics, Policy & Advocacy)
- High level of time management skills, attention to detail and the ability to deliver research projects on time and meet the various project deadlines, on time and within budget.
- The ability to engage with, consult with and build relationships with vulnerable young people to gain insights and information that can inform the design of the research work.
- Ability to write high level reports addressing key social service issues that affect young people in line with our Five Foundations.
- Ability to lead and collaborate with the CEO and a team, to achieve strategic outcomes.
- A creative, innovative approach to research and problem solving.
- Willingness and commitment to bring the best of self to work and to the project