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| <p>POSITION DESCRIPTION: PROJECT AND RESEARCH MANAGER</p> |
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PURPOSE OF THE POSITION

The *Project and Research Manager* will manage the organisation's service projects.

POSITION RELATIONSHIPS

Team: Management

Position Reporting To: Executive Officer

Positions Reporting to this Position: NIL

ORGANISATIONAL CONTEXT

Rape & Domestic Violence Services Australia is committed to upholding the rights of all women to live in a socially just and equitable society and the right of all people to live free of violence. The organisation provides services nationally and internationally in the area of sexual, domestic and family violence. The organisation works with all stakeholders and in accordance with its vision, mission, principles and goals.

KEY ACCOUNTABILITIES AND WORK PERFORMED

- Manage and provide support for projects and undertake research. This includes:
 - Assist in defining project scope, and implementation plans and evaluation in consultation with the Executive to ensure objectives are delivered in a timely and structured manner
 - Develop implement, monitor and report on project evaluation
 - Monitor and report on project milestones and delivery schedules
 - Identify and plan resources required to complete the project, within budget
 - Manage key stakeholder and service delivery involvement to ensure the project outcomes are delivered within agreed timeframes
 - Ensure relevant procedures and guidelines are formulated, communicated and implemented
 - Establish and maintain appropriate accountability and communication structures within the project
 - Model and demonstrate constructive internal and external working relationships
 - Identifying quality improvement and growth opportunities across the project and implementing these as required
 - Undertake discrete research projects as directed that support the organisation's vicarious trauma management and other clinical practices and training programs

- Attend and actively participate in supervision.
- Comply with the organisation's performance appraisal policy and procedure and participate in any ensuing professional development.
- Comply with information collection, quality improvement, risk management procedures, record keeping and administrative practices of the organisation.
- Ensure all documentation is concise, legible, secure and available to colleagues within the Organisation.
- Abide by workplace practices.
- Comply with the Confidentiality Policy and Copyright Agreement
- Ensure work practices are ethical, and comply with the Rape & Domestic Violence Services Australia Code of Ethics and the code of the Australian Psychological Society, the Australian Association of Social Workers and the Counsellors and Psychotherapists Association.

MAJOR CHALLENGES OR CONSTRAINTS

- Managing a number of diverse and dynamic project demands within tight deadlines
- Liaising effectively and professionally with a diverse range of stakeholders.

DECISION MAKING

The *Project and Research Manager* of Rape & Domestic Violence Services Australia will be responsible for making decisions with regard to the management of projects within organisational policy and practice.

INTERACTION AND COMMUNICATION

The *Projects and Research Manager* will interact with other staff, a diverse range of service providers and other stakeholders.

WORKPLACE ATTITUDE

The *Projects and Research Manager* will demonstrate the following positive workplace attitudes:

- a constructive and pro active approach to work practices and tasks,
- non participation in conversations which undermine the organisation or individuals within the organisation,
- embracement of workplace diversity and difference,
- willingness to learn,
- commitment to upholding the rights of others,
- recognition of shared responsibilities,
- using reflective practices, and taking personal responsibility for contributing to workplace problem solving,
- understand that each worker is a part of the whole and that all positions and roles contribute equal value to the organisation's overall aim of providing high quality service provision.

- Does not engage in social media in a way that may be detrimental to the organisation. does not use private communication mediums (e.g. a mobile phone), to the detriment of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- Relevant tertiary qualifications in social work, psychology, health or related discipline
- Demonstrated experience in planning and project coordination in a dynamic environment
- Demonstrated skills and experience in managing all stages of the project cycle in community service settings (planning, change impact assessment, development of solutions, risk management, implementation, monitoring and evaluation)
- Proven ability to organise, analyse and communicate information and ideas logically, and to formulate appropriate solutions to problems
- Experience in designing outcomes evaluation, research and developing an evidence base for clinical practice and training
- Demonstrated experience working with social justice, community safety and/or health related issues
- Strong communication and interpersonal skills, including stakeholder management, influencing and negotiation skills
- Well-developed computing skills with demonstrated ability to prepare high-impact presentations and high-quality documents
- High-level of business acumen, with the ability to prioritise and manage multiple stakeholders whilst delivering the required outcomes to a high standard.
- Detailed understanding of the causes of consequences of sexual assault, domestic and family violence.

Sighted and agreed to by Project and Research Manager

Name _____

Date _____

Sign _____

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| Current as at: | June 2020 |
| Review due: | June 2022 |
| Consultation by: | Project and Research Manager |
| Approval by: | Executive Officer |