

POSITION DESCRIPTION

General Information	
Position Title:	Senior Research & Advocacy Officer
Incumbent:	nil
Function & Team/Program:	Research and Advocacy
Location(s):	National Office, Sydney or State/Territory Office, Parramatta, Melbourne, Adelaide, Brisbane, Perth, Hobart, Canberra, Darwin
Manager's Position Title:	National Manager, Research and Evaluation
Manager's Name:	Gillian Considine
Date Prepared:	1 July 2020
Prepared By:	Gillian Considine
Approved By:	Anne Hampshire (Head of Research and Advocacy)

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
<ul style="list-style-type: none"> To lead and conduct large-scale quantitative research and evaluation projects

Scope	
Direct Reports to this Position <small>By Position Title</small>	Indirect Reports <small>Total Number</small>
1. Nil	Nil
Financial Dimensions controlled by this Position <i>(Include key financial metrics such as revenue growth, income & expense budget, etc)</i>	
Direct control	Indirect control
e.g. Revenue, Operating expenditure, Capital expenditure, etc Nil	Use of resources to meet key deliverables
Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team National coverage	

Setting Priorities <i>(how is work prioritised)</i>	
How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Daily, weekly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	As required through project management

Key Relationships <i>(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)</i>	
Internal	<ul style="list-style-type: none"> • Research and Advocacy team • Policy and programs teams • Operations teams 'in the field'
External	<ul style="list-style-type: none"> • Academics and researchers • Policy makers • <i>Learning for Life</i> families and students

Key Decision Making in this Role <i>(What are the key decisions and recommendations made in this role?)</i>
Decisions Expected <ul style="list-style-type: none"> • Appropriate analytic techniques for providing new policy and practice insights • Longitudinal data management practices • Prioritising project timeframes
Recommendations Expected <ul style="list-style-type: none"> • Scope, design and implement quantitative research and evaluation projects • Structure and content of research papers, reports and advocacy tools • Management of resources to meet project, team and organisational goals

Key Responsibilities / Accountabilities <i>(List the major areas from largest % of job to smallest)</i>	
Major Area: Research and evaluation	% of Job: 70%
<ul style="list-style-type: none"> • Effectively and efficiently lead and manage quantitative research and evaluation projects • Conduct and interpret findings from longitudinal analytic approaches that: <ul style="list-style-type: none"> ○ utilise the eight waves of data currently available ○ explain compositional changes ○ adjust for attrition and absence ○ control for observable and unobservable differences • Produce milestone, annual and final project, research and evaluation reports • Develop and maintain internal and external relationships aimed at developing and undertaking research and evaluation projects 	
Major Area: Research-practice interface	% of Job: 20%
<ul style="list-style-type: none"> • Develop internal research briefing papers and reports • Develop presentations on findings and present to a range of audiences • Work with relevant teams to translate findings into improvements for policy and practice 	
Major Area: Policy and advocacy	% of Job: 10%
<ul style="list-style-type: none"> • Contribute to the production of a range of research and advocacy materials including but not limited to, publications and briefing papers • Support the dissemination of research and advocacy materials 	

Key Challenges in Achieving Goal(s): <i>(What are the key challenges faced by this role in meeting goals/objectives)</i>	
<ul style="list-style-type: none"> • Undertaking research and evaluation in a large, busy and dynamic practitioner organisation • Managing quality data collection, analysis and reporting • Managing competing priorities and deadlines • Working with multiple stakeholders with diverse and competing priorities 	

Qualifications, Experience and Competencies: <i>(What background, knowledge, experience or competencies are required to perform the role at the expected level?)</i>		
Education / Qualifications / Memberships:	Essential	Desirable
	<ul style="list-style-type: none"> • Undergraduate degree in a relevant discipline 	<ul style="list-style-type: none"> • Postgraduate degree in a relevant discipline
Experience:	Essential	Desirable
	<ul style="list-style-type: none"> • Extensive experience in completing complex applied quantitative research and/or evaluation in the government, non-government or academic sectors • Extensive experience producing research and evaluation materials • Extensive experience working with the research-policy-practice interface 	<ul style="list-style-type: none"> • Experience in leading teams in the conduct of concurrent research and/or evaluation projects • Experience leading and/or undertaking qualitative research and/or evaluation projects
Competencies:	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to deliver to deadlines • Highly developed skills in analysing longitudinal data using STATA, SPSS or similar package across a wide range of projects • Highly developed methodological, conceptual and analytic skills • Highly developed written and oral communication skills • Ability to influence a range of internal and external stakeholders • Excellent organisational skills • Strong interpersonal skills • Ability to work as part of a team and independently • Ability to manage multiple projects in a flexible way 	<ul style="list-style-type: none"> • Understanding of contemporary social policy issues, particularly in the area of disadvantage, education and post school transitions