



<b>POSITION</b>	<b>Research and Policy Officer</b>	<b>STATUS</b>	Part time (0.8 FTE)
<b>REPORTS TO</b>	<b>Research Manager</b>	<b>LOCATION</b>	Cheltenham

**BETTER PLACE AUSTRALIA**

Better Place Australia has a vision of *“An Australia where all people experience positive relationships, truly value each other and live safer, more confident lives”*. As a community focused not-for-profit organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across 25 locations in Victoria.

**PURPOSE OF ROLE**

The successful candidate will be the newly appointed research and policy officer for The Centre for Better Relationships (The Centre). The Centre is a new research initiative by Better Place Australia and aims to influence the research and policy landscape by generating quality assured research outputs. Specific objectives of the role include:

- Use rigorous, evidence-based approaches to research
- Meet the requirements of the National Statement for Ethical Conduct in Human Research, 2007 and the Australian Code for the Responsible Conduct of Research, 2018
- Assist in the commission of valuable research as a means of advocacy to decision makers
- Assist in building the organisation’s reputation as a thought leader
- Advance Better Place’s objective to make a positive social impact to the communities it services

**WORK PERFORMED**

***Research and policy***

- Develop a thorough understanding of relevant research areas using a variety of methods such as systematic and non-systematic literature reviews using appropriate academic and non-academic databases.
- Assist in the preparation, development, and writing up of research projects carried out by The Centre
- Assist in the data collection, data analysis, and interpretation of research projects carried out by The Centre
- Assist in preparation of documents relating to ethics committee requirements
- Assist with the organising and maintenance of a reference library for The Centre
- Actively participate in the dissemination of the research carried out by The Centre
- Identify opportunities for policy and advocacy work in line with the strategic goals of Better Place Australia

- Write and contribute to policy briefs and submissions

#### **General administrative duties**

- Contribute to the development of the structure and content for The Centre for Better Relationship website
- Assist with general administrative functions pertaining to the research centre
- Assist with submissions as required

#### **Quality & Compliance**

- Ensure any quality risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all clients and staff
- Maintain a good working knowledge and understanding of the QIC Health and Community Standards
- Pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered
- Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained
- Contribute to the development and implementation of service manuals in accordance with contract and program requirements
- Ensure Better Place Australia's services comply with applicable funding contracts, including reporting requirements

#### **Other**

- Other duties as assigned, and which are consistent with the scope of the position
- Ensure compliance with Better Place Australia's Code of Conduct and related organisational policy material
- Contribute to a culture of health and safety
- Identify potential hazards and implement appropriate risk mitigation responses in so far as is reasonably practicable

### **REQUIRED KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- Appropriate tertiary qualification (social work, social policy, psychology, public health, or similar) ideally with a strong applied research component and/or an equivalent combination of relevant experience and/or education/training.
- Highly developed qualitative and quantitative research design and data analysis skills
- High level written and oral skills
- High level communication and interpersonal skills
- Demonstrated ability to contribute to independent and team-based research
- Proficient in the use of computer applications including MS Office (including Word, Access/databases and Excel spreadsheets)
- Ability to work with a wide range of people across multidisciplinary teams and handle urgent and sensitive matters with high levels of discretion and professionalism

#### **Desirable**

- Experience in developing and/or contributing to strategic policy and research agendas in the NGO sector
- Knowledge of the family and relationships sector and current sector reforms

## PERSONAL COMPETENCY REQUIREMENTS

- Excellent verbal and written communication skills including the ability to write nonstandard reports
- Well-developed interpersonal skills including the ability to work effectively at all levels within the organisation
- Excellent customer service and internal consulting skills together with a proven ability to maintain constructive working relationships with a broad range of key stakeholders
- Excellent attention to detail and analytical skill
- Ability to work autonomously and as part of a team
- Self-motivated and comfortable achieving outcomes with minimal direct supervision
- Proficient in the use of the MS Office suite
- Highly skilled in the delivery of constructive and supportive feedback

## OTHER

- Current satisfactory National Police check
- Working with Children Check (Victoria)

## KEY RELATIONSHIPS / INTERACTIONS

### Internal

- Research Manager
- Senior Leadership Team
- Business Analyst
- Administration
- Practitioners

### External

- External stakeholders
- Other community services providers and Peak bodies

## GENERAL INFORMATION

Better Place Australia is a not for profit organisation and we provide services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. Our organisation is committed to child safety and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.