



## Principal Researcher POSITION DESCRIPTION

Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

<b>Position Title</b>	Principal Researcher
<b>Reports To</b>	Head of Policy and Negotiations
<b>Direct Reports</b>	None
<b>Salary &amp; Term</b>	<ul style="list-style-type: none"><li>• Ongoing, subject to continued funding</li><li>• Salary of \$121,000 - \$162,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.</li></ul>
<b>Overview</b>	<ul style="list-style-type: none"><li>• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.</li><li>• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.</li><li>• This is an exciting opportunity for a highly skilled and experienced researcher to join the Assembly's Research, Policy and Negotiations team, leading the development, management and delivery of key strategic research projects.</li></ul>
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• Support the CEO and Head of Policy and Negotiations with respect to the Assembly's research and knowledge agenda.</li><li>• Lead, plan, manage and deliver major strategic research projects.</li><li>• Communicate research findings and provide authoritative, strategic and evidence-based advice to the CEO, Co-Chairs and the Management team of the Assembly.</li></ul>



<b>Skills and experience required</b>	<ul style="list-style-type: none"> <li>• <b>Research</b> – Strong qualitative and quantitative research skills and a track record of producing and publishing high quality research that drives positive social change.</li> <li>• <b>Stakeholder management</b> – Building networks and working with external stakeholders to develop an active and engaged community of support.</li> <li>• <b>Initiative and Accountability</b> - Takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Flexibility</b>- Adapts approaches and work to changes in the environment and effectively meets new challenges, remains focused when faced with competing demands, is comfortable with ambiguity and uncertainty and learns quickly.</li> <li>• <b>Detail focus</b> - Undertakes finely detailed work in a precise and accurate manner.</li> <li>• <b>Empathy and Cultural Awareness</b> - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> <li>• <b>Qualifications</b> – Relevant tertiary qualification.</li> </ul>
<b>Key Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. <b>Demonstrated capacity to work effectively and with integrity in the context of a Victorian Traditional Owner representative body</b> Willing and able to support the leadership of an organisation that is Aboriginal controlled and representative of Aboriginal communities in Victoria. Demonstrated understanding of the Aboriginal community in Victoria. Willing and able to behave in a way that supports Assembly values and builds the reputation of the Assembly.</li> <li>2. <b>Demonstrated experience scoping, leading and delivering complex research projects</b> Exceptional research, analytic and problem-solving skills and ability to work closely with a range of stakeholders to deliver major research projects. A strategic mindset about demonstrated experience providing evidence-based advice.</li> <li>3. <b>Stakeholder Management</b> Develop and maintain collaborative and productive relationships with external stakeholders including across research institutions, the private sector and community groups.</li> <li>4. <b>Exceptional written and verbal communication skills</b> Exceptional written and verbal communication skills, including the ability to communicate complex issues in clear, concise language that meets audience needs.</li> </ol>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• MS Office proficiency</li> </ul>