drummond street services

Research Assistant

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| Position Title: | **Research Assistant**  | Position Grade: | SCHADS Level 3 |
| Department/Division: | **CFRE and Research and Evaluation**  |  |
| Reporting to: | **Senior Research Officer** |
| Position summary/purpose: | **To support applied research, evaluation and consultancy within Drummond Street’s Centre for Family Research and Evaluation.** **First Nations People, LGBTIQ+ people, people with disability, and people of color and/or public housing residents are encouraged to apply. Applicants who have a lived experience are encouraged to apply.****DSS is committed to prioritising child safety and we adhere to the Reportable Conduct Scheme for organisations.** |
| Key Responsibilities |
| **Research and Evaluation Team Member** * Support the research and evaluation of drummond street services and promote the use of evidence based practice and programs.
* Support the daily operations of applied research and evaluation projects.
* Identify and integrate inclusive research practices where possible.

**In-house evaluation** * Conduct and analyse evaluation and research data with support from research team.
* Support the day to day operations of the in-house evaluation within drummond street.
* Provide training and support to ensure staff are aware of the importance of the in-house evaluation and are confident in the process.
* Synthesise and report on findings and contributing to research reports.

**Support for applied research and consultancy projects** * Preparing literature reviews, rapid evidence reviews and community profiling reports.
* Data collection tasks including data entry, surveys, interviewing, focus groups and data entry and administrative tasks relating to data collection.
* Contribute to the development and delivery of training resources such as workshop activities and workbooks, webinars, training videos and presentations.
* Contribute to the promotion of CFRE services.
* Other tasks as required.

**Comply with Child Safe Standards and your obligations under the Reportable Conduct Scheme.**  |
| Key Competencies/Skills  | Experience Profile (incl Qualifications)  |
| Behavioural Competency | Technical/Functional |  |
| An interest in social research.An ability to work under pressure and meet project requirements and deadlines.Capacity and willingness to work as part of a team.Creative, flexible and solution focused.High level of self-awareness, professionalism and social justice values. | Exceptional written and verbal communication skills, particularly the ability to synthesise research into reports.Familiarity with data analysis, statistical methods and software proficiency in SPSS and Excel.Demonstrated high level analytical skills.Capacity to build research links and work collaboratively with others to achieve common goals. | Possess a relevant tertiary qualifications in the social sciences or related field.Knowledge of public health approaches to mental health and well-being.Ability to contribute to the organisation including culture, people, research, best practice and sustainability. |
| Position Dimensions | Decision Making Authority |
| No. Of FTE: 0.6-1Member of CFRE team. Participate in relevant agency partnerships and community stakeholder groups where required. | Operational decisions relating to research and evaluation.Supervision of junior staff and students as required.  |