

Research Officer



Position description

EMPLOYMENT TYPE	Permanent, 0.6
HOW TO APPLY	We accept applications online http://benetas.com.au/careers
COMPANY INFO	Visit our website www.benetas.com.au
CONTACT DETAILS	Dr Meg Polacsek, Senior Researcher Quality, Outcomes and Research Telephone: (03) 8823 7927
REPORTING RELATIONSHIPS	Reports to: Senior Researcher Direct reports: Nil

Our vision

Through the Benetas Commitment, we help deliver a positive, fulfilling experience of ageing where everyone has the opportunity to age well in communities of choice and support.

Role purpose

As a member of the Research team, the Research Officer will contribute to a range of research activities and projects relating to aged and community care. The role requires demonstrated experience in applied research and a commitment to strong research governance and practice. Strong communication and organisational skills, a proactive attitude and a keen eye for detail are fundamental to this role.

Responsibilities of this role include data collection and analysis, drafting reports and briefing documents, and maintaining databases. The Research Officer will also contribute to implementing and evaluating research findings, in close collaboration with other areas of Benetas. Additional tasks include supporting project advisory committees, maintaining a calendar of research events and identifying research grant opportunities.

Organisational context

Benetas is a not for profit organisation dedicated to supporting older Victorians, their friends and carers, through a range of aged care, in-home services, retirement living and respite services. We have recently amalgamated with Macedon Ranges Health and now provide allied health services to those within the Macedon Ranges region. Benetas is committed to our reputation as a truly great place to work. We care about our employee's health and wellbeing and invest significantly in their development. We take pride in being a diverse and inclusive employer. We respect and value differences and encourage people of all ages and backgrounds to apply. Benetas is a recognised leader in Gender Equality, having been awarded an Employer of Choice citation for 15 years in a row.

Key responsibilities

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<ul style="list-style-type: none">• Contribute to the development, planning, implementation and evaluation of research projects, outcomes and processes• Conduct desktop reviews of aged care research, policy and innovations• Collect and analyse qualitative and quantitative data from Benetas clients and their families, and employees• Contribute to submissions, papers, reports and presentations on research activities and findings• Collaborate with internal and external stakeholders to progress Benetas' research agenda• Arrange and support project advisory groups and other meetings related to research activities• Provide administrative support to research activities, as required

Selection criteria

Training/qualifications	
<ul style="list-style-type: none">• Tertiary qualifications in a relevant field, such as social science, health science, public health, social policy or similar	
Essential skills and experience	Personal attributes
<ul style="list-style-type: none">• Demonstrated experience in conducting high quality applied research in a health or aged care-related field• Skills in synthesis of information from diverse sources and drawing out implications for practice• Strong written and verbal communication skills, including the ability to prepare and deliver clear and informative reports for diverse audiences• Demonstrable ability to liaise effectively with internal and external stakeholders, including clients, family members and employees• High level administration and organisational skills <p>Desirable</p> <ul style="list-style-type: none">• Knowledge and/or experience of aged care and community services and the issues affecting older people• An understanding of cognitive impairment or dementia	<ul style="list-style-type: none">• Well-developed conceptual and analytical skills• Strong relationship building skills• Able to work autonomously and as part of a team• Be reliable, approachable and manage time effectively• Commitment to ethical research conduct• Commitment to excellent customer experience in aged care

Core behaviours applicable to all staff

Key result areas	Key tasks / behaviours
Living our values in the way we behave and interact with others	<p>Respect - Takes time to understand and value each person and respects their choices</p> <p>Community - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p>Spirit - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p>Responsibility - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and team	<ul style="list-style-type: none"> Leads by example Maintains a positive approach that promotes confidence in those around them Is open to feedback Achieves agreed work goals Builds and maintains effective relationships with clients, families and colleagues
Health, safety and environment	<ul style="list-style-type: none"> Displays responsibility for self, team and environment Demonstrates positive approach to own safety and safety of others Achieves agreed work goals relevant to health, safety and environment
Continuous improvement: Quality and sustainability	<ul style="list-style-type: none"> Responds to the needs of residents/clients and the changing environment in which our service operates Takes initiative in making improvements to work processes Actively seeks new ideas and improvement Demonstrate evidence of continuous improvement activities Strives for best practice Embraces and adapts to change
Professional and personal development	<ul style="list-style-type: none"> Takes responsibility for driving own professional development, expertise and personal development Completes all relevant on and off-the-job learning experiences

Evidence of the right to work in Australia

All Benetas team members must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

Police check

All Benetas appointments are subject to a satisfactory police check, and a statutory declaration for those people who have lived overseas over the age of 16 for more than 12months.