

POSITION DESCRIPTION

Research and Evaluation Officer (First Nations Communities)

Position Information

The Queensland Council of Social Service (QCOSS) is Queensland's peak body for the social service sector. Our Vision is to achieve equality, opportunity, and wellbeing for every person, in every community.

QCOSS is a conduit for change. We bring people together to help solve the big social issues faced by people in Queensland, building strength in number to amplify our voice. We create positive social change through our work in effective advocacy, influencing policy development, engaging, and empowering our members, the social service sector, and communities. QCOSS is part of the national network of Councils of Social Service lending support and gaining essential insight to national and other state issues.

QCOSS is an equal opportunity employer. We acknowledge the Aboriginal and Torres Strait Islander people as the traditional custodians of the land in which we live and work and therefore, support their right of self-determination. We are committed to creating an inclusive environment where employee diversity such as gender, age, culture, disability (physical or mental health), religion, sexual orientation etc are recognised and celebrated.

QCOSS considers the filling of this position is intended to constitute a special/equal opportunity measure under s105 of the Anti-Discrimination Act 1991. This recruitment strategy is designed to increase the representation of Aboriginal and Torres Strait Islander people in our workforce. **Therefore, this position is only open to Aboriginal or Torres Strait Islander applicants.**

Position Purpose:	Support a research project that will build an understanding of issues that impact access to housing and sustaining tenancies for Aboriginal and Torres Strait Islander People. This position will maintain a range of data sources (both quantitative and qualitative) and provide meaningful analysis to support the development of evidence-based decision making and reports.
Reports to:	Principal Research Officer
Team/Unit/Location:	Brisbane Office (West End)
Qualifications and Experience:	Tertiary qualifications and/or experience in Public Health, Social Science or similar to fulfil the requirements of the position. Master's or final year undergraduate student currently working towards the completion of a relevant tertiary qualification are encouraged to apply.
Hours of Work and Term of Employment:	Part-time (22.8 hrs/week - days negotiable) fixed term concluding 6 May 2022. This position provides flexible working conditions including flex and time off in lieu provisions.
Salary/Classification:	QCOSS/QSU Certified Agreement Level 5 full time \$84,430 – \$88,259 (pro rata part time) dependent on qualifications and relevant experience. Super of 10.5% in addition to salary packaging benefits apply.

Key Responsibilities

1. Review and analyse academic and grey literature to undertake literature review/s.
2. Maintain a centralised data management system of primary and secondary data, including maintaining data quality.
3. Develop an evaluation framework and coordinate project evaluation activities/needs.
4. Support the collection and analysis of quantitative and qualitative data and translate insights into meaningful, evidence-based reports.
5. Implement relevant systems and strategies to improve the use of data across the organisation and support business improvement opportunities.

6. Create new and enhance existing working relationships with key stakeholders internally and externally to deliver quality services including providing technical expertise and capacity building.
7. Prepare quality visual representations, reports, strategies, briefing papers and submissions.

JUDGEMENT, REASONING & PROBLEM SOLVING:

While reporting to the Principal Research Officer you will be expected to operate autonomously and as an effective and contributing team member. You must have the ability to think laterally, apply professional judgment to situations, demonstrate initiative and draw on your existing knowledge, skills and experience to deliver customer focused service to both internal and external stakeholders.

You will however defer to the Principal Research Officer where there is a requirement to elevate a situation outside of your scope of experience and/or knowledge or for issues of a sensitive nature.

BEHAVIOURS:

You will be expected to model respectful, professional and sensitive approaches in your work, adhere to the organisation’s policies and procedures, and in doing so demonstrate our organisational values of:

- Collaboration
- Inclusivity
- Connection
- Courage
- Integrity
- Tenacity

INTERPERSONAL SKILLS/COMMUNICATION:

Your highly developed interpersonal and communication skills will be reflected in your ability to share information, respond to issues with clarity and accuracy, with the ability to confidently emphasise a position that may be contrary to commonly held perceptions and respond appropriately. Your ability to listen to seek understanding is essential to successfully establishing internal and external relationships to enable you to effectively and efficiently engage stakeholders and deliver on the scope of work.

Selection Criteria

1. This is an identified position, can you please identify your First Nations heritage.
2. Relevant qualifications, or progression towards a relevant qualification, and experience with data analysis.
3. Demonstrated ability to design evaluations using appropriate methodologies.
4. Experience with qualitative data analysis processes, with a working knowledge of NVivo.
5. Strong written communication skills with the ability to write comprehensive reports for a range of audiences using a range of visual representations.
6. High-level interpersonal and communication skills evidenced by success in working collaboratively within multidisciplinary teams.
7. Demonstrated time management skills including the ability to manage diverse and complex projects within agreed timeframes and competing priorities.
8. Commitment to social justice, QCOS values and the role of the community services sector in delivering services to vulnerable Queenslanders.

Additional Criteria/information:

- The position may involve some out of hours work and intrastate travel