



Position Description

Research Assistant

Agreement

Signed – Manager

Date

Signed – Employee

Date



Kids Xpress
Life



MISSION STATEMENT

The Vision

Is to create a future all children deserve

Our Purpose - is to strengthen the emotional wellbeing of children, their families and their communities

Our Mission - is to transform the lives of children impacted by adversity through leading trauma-informed Expressive Therapy and Education Programs

Our Value: Children are at the heart of everything we do

- Curiosity
- Courage
- Care
- Creativity
- Connection

Our Behaviours

- We question, explore and reflect to learn and lead
- With safety and trust we collaborate to build strong connections
- We are courageous in the uncomfortable; we are authentic, vulnerable and embrace challenges
- We approach our work with innovation and imagination
- We believe in the collective power of caring; for ourselves, for others and in all that we do.

1. Overview of the Role

This role is responsible for

- 1.1 Coordinating, collating and analysing all research for KidsXpress;
- 1.2 Providing regular reports to the CEO, management and wider team on emerging trends and issues;
- 1.3 Producing quarterly and annual reports on therapy outputs and outcomes across the organisation;
- 1.4 Ensuring that research data is accurately collected across all KidsXpress services;
- 1.5 Developing, maintaining and improving the KidsXpress electronic data systems and processes;
- 1.6 Educating staff on use of evaluation tools and maintaining consistent data collection;
- 1.7 Undertaking special projects related to research, grants and stakeholder consultation.

2. Relationships

- 2.1 The position of Research Assistant reports to the Head of Programs.
- 2.2 The Research Assistant will work with and have relationships with:-
 - a. All KidsXpress Staff;
 - b. Children, families and caregivers;
 - c. Referral organisations, community services, other professionals and selected government departments;
 - d. Educational Institutions including universities;
 - e. Corporate supporters and philanthropists;
 - f. External consultants;
 - g. Other organisations in the sector; and
 - h. Volunteers.

3. Role Objectives/Responsibilities

- 3.1 Develop, maintain and improve the KidsXpress electronic data systems and processes;
- 3.2 Work with the therapy team to ensure accurate and timely reporting of data;
- 3.3 Proven capability in data management, ideally gained in a research, education or charity environment;
- 3.4 Implementation experience and use of electronic data management systems;
- 3.5 Provide Marketing Team with tailored, complete and accurate research data as required for annual reports, grant applications and acquittals;
- 3.5 Identify opportunities and undertake the writing of state and federal government grants; and
- 3.6 Undertake any and all other research related tasks as required.

4. Other Requirements

- 4.1 As an employee, be aware of the need to be responsible for the general care and well-being of people you deal with during your employment activities;
- 4.2 At all times during your employment activities strive to act in accordance with the Vision, Mission and Values of KidsXpress and to do all possible to assist KidsXpress in achieving its aims; and
- 4.3 At all times follow the Policies and Procedures of KidsXpress.

5. Selection Criteria

- Experience in previous research position (minimum 2 years).
- Demonstrated experience in data management and data reporting.
- Demonstrated competence with G-Suite, Filemaker Pro and Microsoft Office Products.
- Demonstrated ability to produce internal and external reports on therapeutic outcomes.
- Excellent interpersonal skills and ability to communicate effectively with stakeholders.
- Demonstrated ability to work with limited supervision and to undertake directed tasks with initiative.
- Highly organised with exceptional attention to detail.
- Experience with measurement tools: SDQ, Psychlops and Artic Scale (highly desirable).
- 12 months experience writing government grant applications (highly desirable).