**Position Description**

*Drummond Street Services is an essential service and its workers, contractors, students and volunteers are authorised workers and are required to be vaccinated against COVID-19 from 15th November 2021 (suitable proof includes COVID-19 Digital Certificate or Immunisation history statement). Exceptions only include workers that hold certification from a medical practitioner that they are unable to receive a dose, or a further dose, of a COVID-19 vaccine due to a medical contraindication or an acute medical illness (this includes contractors, self-employed and unpaid workers).*

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| Position Title: | **Senior Research Officer** | | | Position Grade: | SCHADS Level 6 |
| Department/Division: | **Centre for Family Research and Evaluation (CFRE)** | | | Position No. |  |
| Reporting to: | **CFRE General Manager** | | | | |
| Position summary/purpose: | **First Nations People, LGBTIQ+ people, people with disability, people of color, public housing residents or people with a lived experience are encouraged to apply.**  **To integrate research and evaluation into ds projects, to support capacity building of ds staff and to support the broader operations of CFRE** | | | | |
| 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 in line with Drummond Street’s Evidence Based Management Framework (EBMF). Identify and integrate inclusive research practices where possible.   **In-house evaluation**   * Work with the Executive team, operational managers and service delivery staff across Drummond Street Services to support drummond street’s in-house evaluation, integrating data relating to all elements of the EBMF.   **Capacity Building**   * Work with the Senior Leadership Group, program managers and service delivery staff across drummond street services to integrate planning, research and evaluation into service delivery.   **Knowledge Translation**   * Translate research to ds staff and partners where appropriate. Integrate communication strategies and lead a range of KTE products including papers, reports, website blogs, conference presentations, webinars, forums, policy submissions, etc.   **Independent and collaborative writing**   * Write high quality interim and final reports. rapid evidence reviews, community profiling reports and other CFRE reports and resources as required. Contribute to the development and delivery of training resources such as workshop activities and workbooks, webinars, training videos and presentations.     **CFRE consultancy**   * Provide support to CFRE projects as required. Leading projects and/or working independently and in teams to deliver CFRE services including organisational and program planning, evaluation and research for external agencies and governments. Contribute to the promotion of CFRE services.   **Training Resources and delivery**   * develop and deliver training as required.     **Applied Research**   * Conducting applied research using drummond street program and outcomes data to contribute to building the knowledge base. In line with drummond street’s Social Justice Framework, this applied research often relates to marginalised communities, ie. First Nations, LGBTIQ+, multicultural and multifaith communities, women and children, etc   **Write tenders**   * contribute to business development opportunities.   **Line manage and support other staff**   * as required.     **Risk**   * Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response * Actively monitor and act to improve the quality and safety of client services * Committed to prioritising child safety and maintain an understanding our Reportable Conduct Scheme responsibilities (we have a Child Safety Officer and Committee to support this)   **OH&S**   * Identify, report and record all safety hazards, incidents and injuries * Take reasonable care for the health and safety of others who may be affected by their acts or omissions and comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related ds OHS procedures and Safe Operating Procedures   **Quality Assurance & Improvement**   * Proactive, engaged in and committed to creating great experiences for each client * Be open to new ways of doing things and respond to challenges with innovative ideas and solutions.   **Social Differences**   * Role models, demonstrates and promotes respect for and values social differences * Interact with drummond street clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.     **Productivity**   * Focuses on people as well as productivity * Monitor productivity, identify and implement improvements as needed   **Infection Control**   * Commit to all necessary infection control measures as directed, including: * Practice hand hygiene keep your working environment clean & hygienic including shared areas such as kitchens, bathrooms, meeting rooms etc. * Wear personal protective equipment (PPE) as directed | | | | | |
| Key Competencies/Skills (no more than 6 of each) | | | Experience Profile (incl Qualifications) (No more than 6) | | |
| Competency | | Technical/Functional |  | | |
| * Planning & Implementation * Leadership Skills * Organisational & Quality Focus * Promotes productive work practices * Creative, flexible and solution focused * High level of self-awareness, professionalism and social justice values | | * Excellent research, data collection and evaluation skills. * Demonstrated high level investigative and analytical skills. * Promoting inclusive, respectful and ethical practice. * High level written and verbal skills * Delivering training and capacity support. * Capacity to build research links and work collaboratively with others to achieve common goals | * Possess a Health, Public Health or related qualification, along with experience related to research and evaluation. * A minimum of three years research experience. * Demonstrated knowledge of therapeutic & supportive approaches for families and specifically children and young people with particular focus on early intervention and preventative family-based interventions. * Knowledge of public health approaches to mental health and well-being. * Strong leadership and alibility to support and develop capacity in all drummond street staff. * Ability to contribute to the organisation including culture, people, research, best practice and sustainability. | | |
| Position Dimensions | | | Decision Making Authority | | |
| * No. of FTE: 1 * Member 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. | | |