



FROM: WESTIR Ltd
PO Box 136
PARRAMATTA NSW 2124

Ph: 02 9635 7764

Email: eo@westir.org.au

RE.: SENIOR SOCIAL RESEARCH AND INFORMATION OFFICER

Dear Prospective Applicant,

Thank you for your interest in the position of Senior Social Research & Information Officer with WESTIR Ltd. Enclosed is a Duty Statement for the position, plus some information on WESTIR. You may also wish to look at our website at: www.westir.org.au

This position is located in central Parramatta. The position is currently part time for 3 days (21 hrs pw).

If you wish to apply for the position, please forward your resume, with a covering document highlighting how your specific qualifications and experience meet the essential and desirable requirements of the position, and the names and contact details of two referees.

Applications should reach WESTIR by close of business on **Monday, 29th November 2021 at 4.30 pm**. We will inform you as soon as possible after that date of the progress of your application. We will be scheduling interviews at the end of the week following close of applications.

Should you require any further information regarding the position, please phone Margaret Tipper at WESTIR Ltd on [02] 9635 7764

Kind regards,

Margaret Tipper,
Executive Officer.

9th November 2021

SENIOR SOCIAL RESEARCH & INFORMATION OFFICER

November 2021

WESTIR Ltd, a non-for-profit community-based information & research service in Greater Western Sydney, is seeking:

Senior Social Research & Information Officer

[Part time appointment for 21 hours per week, subject to satisfactory probationary performance]

DUTIES include:

- Supervision of Social Research and Information Officers project work;
- Analyse social trends & issues affecting Greater Western Sydney;
- Respond to information requests from organisations & the community;
- Prepare statistical data & publications;
- Develop information & data resources;
- Advise on and conduct research projects;
- Make presentations of research results;
- Undertake project or service evaluations;
- Communicating research findings;
- Assist the Executive Officer with management support, if required.

ESSENTIAL:

- Degree in Social Sciences or equivalent.
- Ability to analyse, manipulate & interpret social statistical information & trends (especially re Census data);
- Experience in social research & analysis.
- Experience in presenting research outcomes and preparing research for publication;
- Familiarity with a broad range of data.
- Skills with MapInfo and/or statistical/analytic software [e.g. Table Builder, SPSS, NVivo];
- Experience in presenting and explaining research and data;
- Ability to work both with a small team and independently.
- High-level report writing & oral communication skills.
- Understanding of issues for Greater Western Sydney & non-government community services.
- An inquiring view of the world.

DESIRABLE:

- An understanding of the not for profit and community sector.
- Familiarity with service and/or project evaluation; interviewing skills
- Ability to prepare data visualisations and infographics
- Experience in one or more of the following areas: children & families; people with disabilities; young people; disadvantaged communities; health; education & training; social impact measurement.
- Good negotiation skills.
- Administrative experience.

Please note: It is expected that every applicant will specifically address each of the Essential and Desirable Selection Criteria in their application.

SALARY: Related to Social, Community, Home Care & Disability Services Award Level 6 + Superannuation

Ability to work comfortably at Level 6 is crucial.

APPLICATIONS TO: WESTIR Ltd, PO Box 136, PARRAMATTA, 2124. OR eo@westir.org.au

CLOSING DATE: Monday, 29th November 2021

FOR ENQUIRIES: Margaret Tipper - eo@westir.org.au Please send an email and you will be responded to.

WESTIR Ltd

SENIOR SOCIAL RESEARCH & INFORMATION OFFICER

STATEMENT OF DUTIES

Responsible to: Executive Officer
Accountable to: Board of Directors

OVERVIEW

The focus of the Senior Social Research & Information Officer's work is to ensure WESTIR's objectives are met by monitoring available information; collecting and analysing pertinent information (including statistics) and ensuring dissemination of such information to individual, community, government and other users of WESTIR services, especially those in Greater Western Sydney. They will provide expert advice particularly in WESTIR's research, evaluation and training activities. Supervision of the research team is required. The person should have knowledge of the not for profit and community sector. In addition the position will require Management and Administrative skills are preferable.

DUTIES

Information and research

1. Collect statistical and research material which is relevant to Greater Western Sydney.
2. Assess and analyse relevant material to identify impacts and trends affecting Greater Western Sydney.
3. Prepare researched reports and publications, particularly related to key issues and current information gaps.
4. Provide statistical/research information in response to enquiries and refer to other sources of information, where necessary.
5. Undertake consultancies and other research projects in conjunction with the Executive Officer and other staff.
6. Conduct and manage research and evaluation projects under supervision of Executive Officer.

Information development

7. Assist in the planning and resourcing of seminars on a range of social issues and research relating to Greater Western Sydney.
8. Prepare and disseminate information to agencies and individuals on request or as part of WESTIR's research and information program, as required.
9. Develop information and data resources which assist groups and Government bodies to assess local and regional needs and plan to meet those needs.
10. Promote increased awareness amongst researchers in the region of the availability of information/research projects related to Greater Western Sydney.
11. Identify problems or gaps in research and develop projects/programs to overcome such gaps, in conjunction with the Executive Officer and other staff.
12. Provide training and assistance in the use of statistical data bases and other information sources to staff, community groups and other organisations, as appropriate.
13. Assist in the development and implementation of new methods of information dissemination, including computer mapping techniques; data visualisation and infographics; and electronic information systems

Internal organisational tasks

14. Provide assistance in preparation of WESTIR funding submissions and proposals for consultancies.
15. Perform administrative tasks required by the position and support the Executive Officer on management tasks, if required.
16. Participate in staff and other organisational meetings, including WESTIR review and planning processes, as they arise.
17. Other tasks, as required.

Employment is as per conditions of the Social, Community, Home Care & Disability Services Award and in accordance with EEO, the National Employment Standards and FairWork and other human resources policies of the organisation.

Revised November 2021.

Social, Community, Home Care & Disability Services Award (from Fair Work Ombudsmen, Australian Government Award extract SCHEDULE B – Grade 6)

B.6 Social and community services employee level 6

B.6.1 Characteristics of the level

(a) A person employed as a Social and community services employee level 6 will operate under limited direction from senior employees or management and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.

(b) General features at this level allow employees the scope to influence the operational activities of the organisation and would require employees to be involved with establishing operational procedures which impact upon the organisation and/or the sections of the community served by it. Employees at this level will be expected to contribute to management of the organisation, assist or prepare budgets, establish procedures and work practices. Employees will be involved in the formation of programs and work practices and will be required to provide assistance and/or expert advice to other employees. Employees may be required to negotiate matters on behalf of the organisation.

(c) Positions at this level will require responsibility for decision-making in the particular work area and the provision of expert advice. Employees will be required to provide consultation and assistance relevant to the workplace. Employees will be required to set outcomes for the work areas for which they are responsible so as to achieve the objectives of the organisation. They may be required to undertake the control and co-ordination of a program, project and/or significant work area. Employees require a good understanding of the long-term goals of the organisation.

(d) Employees may exercise managerial responsibility, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs or activities. Positions at this level may be identified by: impact of activities undertaken or achievement of stated outcomes or objectives for the workplace; the level of responsibility for decision-making; the exercise of judgment; delegated authority; and the provision of expert advice.

(e) Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues ,negotiate contracts, develop and motivate staff. Employees will be required to understand and implement effective staff management and personnel practices.

B.6.2 Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following:

- (a)** undertake significant projects and/or functions involving the use of analytical skills;
- (b)** undertake managerial or specialised functions under a wide range of conditions to achieve results in line with organisation goals;
- (c)** exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single or multi-specialist operation;
- (d)** undertake a range of duties within the work area, including develop work practices and procedures; problem definition, planning and the exercise of judgment; provide advice on policy matters and contribute to their development;
- (e)** negotiate on matters of significance within the organisation with other bodies and/or members of the public;
- (f)** provide advice on matters of complexity within the work area and/or specialised area;

- (g) control and co-ordinate a work area or a larger organisation within budgetary constraints;
- (h) exercise autonomy in establishing the operation of the work area;
- (i) provide a consultancy service for a range of activities and/or to a wide range of clients;
- (j) where the prime responsibility lies in a specialised field an employee at this level would undertake at least some of the following:
 - (i) provide support to a range of activities or programs;
 - (ii) control and co-ordinate projects;
 - (iii) contribute to the development of new procedures and methodology;
 - (iv) provide expert advice and assistance relevant to the work area;
 - (v) supervise/manage the operation of a work area and monitor work outcomes;
 - (vi) supervise on occasions other specialised staff;
 - (vii) supervise/manage the operation of a discrete element which is part of a larger organisation;
 - (viii) provide consultancy services for a range of activities.

B.6.3 Requirements of the position

Some or all of the following are needed to perform work at this level:

(a) Skills, knowledge, experience, qualification and/or training

- (i) comprehensive knowledge of organisation policies and procedures;
- (ii) specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or major single function operation;
- (iii) specialist knowledge gained through experience, training or education;
- (iv) appreciation of the long-term goals of the organisation;
- (v) detailed knowledge of program activities and work practices relevant to the work area;
- (vi) knowledge of organisation structures and functions;
- (vii) comprehensive knowledge of requirements relevant to the discipline.

(b) Prerequisites

- (i) degree with substantial experience;
- (ii) post graduate qualification;
- (iii) associate diploma with substantial experience;
- (iv) attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

(c) Organisational relationships

- (i) works under limited direction from senior employees of the Committee of Management or Board;
- (ii) supervision of staff.

(d) Extent of authority

- (i) exercise a degree of autonomy;
- (ii) may manage a work area or medium to large organisation or multi-worksite organisation;
- (iii) has significant delegated authority;
- (iv) selection of methods and techniques based on sound judgment;
- (v) manage significant projects and/or functions;
- (vi) solutions to problems can generally be found in documented techniques, precedents, or instructions. Advice available on complex or unusual matters.



SUMMARY OF CONDITIONS at WESTIR

WESTIR Ltd is a community-based research & information service which is incorporated as a not-for-profit Company limited by guarantee. WESTIR was established in 1981

Our core funding comes from Community Services in the NSW Department of Communities and Justice, under the Targeted Earlier Intervention Program. We receive specific project funding on occasions, and also earn income from information and research consultancies, etc.

Staff are employed under the Social, Community, Home Care & Disability Services Award. WESTIR complies with the National Employment Standards (NES) and FairWork practices.

Current staff employed by WESTIR include an Executive Officer [who manages the service], other Social Research Officers, and an Office Administrator. Other staff are employed from time-to-time to work on specific projects.

Ordinary hours of work are 35 hours per week (pro rata) worked between 8:00 am and 6:00 pm, Monday to Friday. Flexible working time arrangements are negotiable.

Salaries are paid fortnightly direct to staff bank accounts on Friday of the pay week.

Arrangements for pay deductions for superannuation contributions are possible. WESTIR contributes to superannuation at the prescribed rate. You can nominate your Superannuation Fund.

Employees are entitled to four weeks annual leave. In addition, WESTIR closes each year for the week between Christmas and New Year, known as Grace Leave.

Employees are entitled to sick leave per year as per the NES and the Award, which is cumulative from year to year if untaken. Accrued sick leave is not payable at the end of employment. Additional leave entitlements are available in particular circumstances, including maternity/paternity leave, bereavement leave, leave for jury service, educational leave, and special leave to attend to domestic or other necessities.

*WESTIR has adopted a Mandatory COVID-19 Vaccine Policy for staff, board members, volunteers and contractors and adopts safe working practices as per Public Health Orders and other work health and safety protocols.

WESTIR believes that the expertise of its staff is one of its greatest assets. Consequently, staff are provided with a range of opportunities to undertake training to upgrade and enhance their skills. We also work collaboratively on projects with other community and government agencies.

More details about us are available on our website at www.westir.org.au if you wish to know more about the nature of work that we undertake at WESTIR.

For further information, contact Margaret Tipper, Executive Officer on eo@westir.org.au

Please send an email and you will be responded to.



WESTIR STRATEGIC PLAN 2019 - 2022

OUR PURPOSE

We analyse, interpret, and share data and research insights, to support organisations in making informed decisions for their communities.

OUR VISION

We aspire to provide organisations with access to high quality data and research for the enhancement of communities.

OUR VALUES

- We provide high quality data and research
- We are trustworthy
- We respect diversity
- We collaborate
- We are responsive

OUR GOALS

- We are recognised in the sector as an authority
- We provide unique narratives & data
- We build sector capacity
- We are sustainable