



NADA Position Description: Senior Research Officer

About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. Our vision is a connected and sustainable sector providing quality evidence based programs to reduce alcohol and drug related harms to NSW communities.

NADA's goal is to lead as a member driven peak body, building sustainable non government alcohol and other drug organisations to reduce alcohol and drug related harms to individuals, families and communities in NSW.

We represent over 100 organisational members that provide a broad range of services including health promotion and harm reduction, early intervention, treatment, and after-care programs. Our members comprise of services that are diverse in their structure, philosophy and approach to drug and alcohol service delivery. NADA provides a range of programs and services that focus on sector and workforce development, information management, governance and management support, sector representation and advocacy, as well as actively contributing to public health policy.

NADA Values

Integrity	NADA operates with fairness and transparency to maintain an independent voice
Respect	NADA is respectful of the culture, views and experiences of the sector
Inclusion	NADA values diversity and ensures our approach is equitable and accessible
Collaboration	Collaboration is central to NADA's operation

About The Centre for Health Psychology, Practice and Research (CHPPR), University of Wollongong

Our research is focused on improving the physical and mental health of people in our community. We work in collaboration with a range of government bodies, not-for-profit health services, and sporting organisations located throughout Australia and overseas.

UoW Values

Intellectual openness	We are driven and determined, yet collegial and ethical in all that we do. We are always looking to serve our communities and share our knowledge and expertise with them for mutual betterment.
Excellence and dedication	We work tirelessly to excel in our research and education, and to address complex, real-world problems in partnership with our communities.
Empowerment and academic freedom	We celebrate the freedom to have different opinions and different ideas. We encourage the asking of difficult questions and discovery of innovative solutions.
Mutual respect and diversity	We aspire to set the standard for inclusiveness, diversity and equity. We welcome – and benefit from – the diversity of our communities within Australia and internationally. We will continue to champion Aboriginal and Torres Strait Islander Reconciliation.
Recognition and performance	We celebrate the hard work and dedication of our staff, and recognise and reward their achievements. We expect all our staff to meet the challenges of our changing world by seizing opportunities that deliver continuous improvement.

Position summary

The purpose of this position is primarily to focus on client data from the specialist alcohol and drug treatment services that are NADA members utilising NADAbase. The key focus of the role is to lead the development and project management of agreed NADA research and evaluation projects, including study design, ethical approvals, data analysis and write up of publications and dissemination of findings. The application of any analysis will be to inform NADA in their support and promotion of quality and evidenced-informed care provided by NADA members. In addition, this position will provide project management of other research initiatives. The focus of the role will be the translation of data analysis and construction of reports that provide insights able to be disseminated to a broad audience.

The position is part of a partnership project with the University of Wollongong. The Centre for Health Psychology Practice and Research (CHPPR) will be a key support for the position. This will include high level liaison and partnership with CHPPR, and the applicant will be appointment as an Honorary Research Fellow at the University of Wollongong.

NADA OPERATIONAL STANDARDS	
MINIMAL STANDARD EXPECTED	APPLIES TO
Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register	All
Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.	All
Ensure full compliance with all NADA policies and procedures.	All
Ensure behaviours and approaches are aligned with, and demonstrated in execution of position responsibilities in line with the NADA values (see above).	All
Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.	All
Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.	All
Adherence to NADA Code of Conduct and Ethics for staff and volunteers.	All
Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).	All
Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.	All
	All

Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy 5.3	
Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.	All

POSITION TITLE	NADA Senior Research Officer
Date of this position description	30 November 2021
Position type	Part-time- 22.8 hours per week 18 month term with view to extend
Location	Suite C Level 3, 140 William Street, Woolloomooloo, NSW University of Wollongong, Northfields Ave Wollongong, NSW 2522
Salary	Based on NADA salary scale for research officer position, plus superannuation and eligibility for salary packaging
Reporting relationships	<ul style="list-style-type: none"> • Reports directly to Clinical Director • Is provided supervision and mentorship from CHPPR, UoW • May supervise students and volunteers
Other working relationships	<ul style="list-style-type: none"> • Works closely with all NADA staff • Develops relationships with NADA members • Liaise with external stakeholders, suppliers, consultants, business, and government • Works with the broader NADA staff team to deliver organisational outcomes • Will work in collaboration with the Centre for Health Psychology Practice and Research (CHPPR), University of Wollongong
Strategic priority	<ul style="list-style-type: none"> • Develop and promote an advocacy agenda informed by consultation, evidence and practice based research, as well as current political and public health policy and planning • Position the sector as providers of quality, innovative and evidence-based treatment and harm reduction services • Build the capacity of the sector with an approach that is planned, responsive and informed by evidence and practice wisdom • Support the workforce to enhance clinical and therapeutic skills, measure client outcomes, and promote a culture of workforce wellbeing • Help to support the development of research and evaluation across the sector

FUNCTION AREA	Key tasks	Performance indicators
Research	<ul style="list-style-type: none"> • Lead the development and project management of agreed NADA research and evaluation projects, including study design, ethical approvals, data analysis and write up of publications and dissemination of findings. • Ensure compliance with NHMRC guidelines regarding ethics and integrity in research. • Lead the write up of research projects with potential for publication in NADA resources and peer-reviewed literature. • Lead the development and implementation of policies, protocols and data plans to support 	<ul style="list-style-type: none"> • NADA research project(s) stages managed and completed in line with Project Management Policy and ethical guidelines • Results and implications of research projects disseminated to NADA members and

	<p>high-level governance of NADABase data for research and evaluation projects.</p> <ul style="list-style-type: none"> • Maintain and update the NADABase master dataset, including importing, merging/cleaning of data and data quality checks – including the updating of relevant documentation • Data extraction and creation of project-specific datasets according to agreed and approved study protocols, ensuring confidentiality of consumers and service providers as needed. 	<p>stakeholders, including publications</p> <ul style="list-style-type: none"> • Demonstrated contribution to NADA member data support and data maintenance
Promotion and Representation	<ul style="list-style-type: none"> • Publish articles in peer-reviewed journals and other relevant publications • Promote NADA’s data beyond the NGO AOD sector, through conference presentations and other mechanisms • Represent and contribute on reference groups and committees 	<ul style="list-style-type: none"> • Published articles in peer-reviewed literature and other relevant sources • Represent NADA’s research both within and outside of the NGO AOD sector.
Quality improvement	<ul style="list-style-type: none"> • Contribute to a culture of quality improvement (QI) and ongoing organisational development • Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures 	<ul style="list-style-type: none"> • Leadership and participation of QI activities
Work health and safety	<ul style="list-style-type: none"> • Identify, lead and participate in work health and safety activities (including fire safety and first aid) 	<ul style="list-style-type: none"> • High standard of WHS practice across NADA
Team development	<ul style="list-style-type: none"> • Actively participate in project, program, team and organisational development activities 	<ul style="list-style-type: none"> • Cooperative team work contributing to organisational development and culture
Practice development	<ul style="list-style-type: none"> • Participate in work plan review, supervision and performance and development processes with identified supervisor 	<ul style="list-style-type: none"> • Documented work plans demonstrating progress against activity and achievements • Annual performance and development reviews

SKILLS AND EXPERIENCE REQUIRED (selection criteria)	<p>Essential</p> <ul style="list-style-type: none"> • Doctoral level qualification in public health, epidemiology, statistics, biostatistics, health informatics or similar related health or social science qualification • Over 4 years’ experience in research and data analysis with large routinely-collected datasets in the health or human services field • Demonstrated knowledge and extensive experience in statistical and/or database analysis applications (e.g. SQL Server, R, SAS, SPSS, STATA)
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	<ul style="list-style-type: none"> • Experience in writing MS Excel Macros and formulas and excellent computer skills in MS office products, electronic communication, and electronic databases • Experience with data analysis and preparation of reports for a broad audience, with preferred sound analytical, evaluation and/or applied research skills using large datasets • Proven ability to work independently and contribute effectively as a team member • Strong communication skills, both verbal and written, with a proven track record in peer-reviewed publication and presentations <p>Desirable</p> <ul style="list-style-type: none"> • Experience with the Alcohol and Other Drug (AOD) sector
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Verification	
We have read this position description and are satisfied it accurately describes the position and agree to the position description.	
Position holder's name	
Signature	
Date	
CEO (or nominee) name	
Signature	
Date	