

## Position Description

<b>Position Title</b>	Research Coordinator
<b>Department</b>	Artistic Team
<b>Reports To</b>	Artistic Director
<b>Employment Status</b>	Part-time, FTE 0.6

<b>Purpose Statement</b>
<p>This position will assist in the development and coordination of The Humour Foundation (THF) research programs. The aims include investigating the methodologies and impact of THF programs; building stronger working relationships with medical and facility partners and providing information that assists us to determine new and best application of THF programs. The role has key responsibilities in assisting to develop a research framework for THF; coordinating THF involvement in research projects; seeking research opportunities in line with THF strategic objectives and developing effective measurement and evaluation tools for programs and individual projects. It is also responsible for keeping THF abreast of research relevant to all our programs. This position reports to the Artistic Director and works in partnership with the National Programs Manager.</p>

<b>Selection Criteria</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<ul style="list-style-type: none"> <li>• Passionate about the role of the arts in health</li> <li>• Demonstrated experience in qualitative and/or quantitative research projects.</li> <li>• Tertiary qualifications in education, social policy, social science or public health</li> <li>• Experience in program evaluation.</li> <li>• Excellent written and verbal communication skills, including a demonstrated ability to write research reports and present research findings.</li> <li>• Excellent people skills.</li> <li>• Experience in development and implementation of evaluation tools.</li> <li>• Experience in research and data analytics.</li> <li>• Experience in data collection and management.</li> <li>• A thorough working knowledge of Microsoft Office including Word, Excel, PowerPoint</li> <li>• Excellent attention to detail, ability to prioritise tasks, meet deadlines and multitask.</li> <li>• Excellent presentation skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Flexible, proactive attitude to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Research experience to honours level or higher in the health care sector, in particular paediatric hospitals and/or aged care.</li> <li>• Experience in the for-purpose or not-for-profit sector</li> <li>• Working knowledge of research software.</li> </ul>
<b>Key Responsibilities</b>	
<b>Activities</b>	<b>KPIs</b>
<ul style="list-style-type: none"> <li>• Collaborate with AD and NPM to develop a research framework to support THF strategic objectives.</li> <li>• Seek research opportunities in line with THF strategic objectives, in partnership with AD and NPM.</li> <li>• Assist AD and NPM to develop and implement appropriate measurement and evaluation tools for all THF performer programs, including pilot programs and public workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of research framework which is shared with all THF departments.</li> <li>• Establishment of research partnerships between THF, research bodies, research personnel and hospitals or aged care facilities</li> <li>• Collection of data that indicates impact of programs</li> <li>• Collection of data that can be used to support funding applications, further research and improvement of programs.</li> <li>• All THF research is effectively archived and easy to</li> </ul>

<ul style="list-style-type: none"> <li>• Collation, evaluation and reporting of data of pilot programs.</li> <li>• Assist with development of presentations of THF research for conferences, seminars, where required.</li> <li>• Seek relevant conferences for THF to present at or attend.</li> <li>• Collation of all existing THF research</li> <li>• Collation of existing external research relevant to THF programs</li> </ul>	<p>access by staff</p> <ul style="list-style-type: none"> <li>• Key research findings are summarised and made available internally</li> <li>• Access by THF departments to external articles and summaries of articles that show that current THF programs are supported by research.</li> </ul>
<b>Research Partnerships</b>	
<ul style="list-style-type: none"> <li>• Coordinate all THF research activities</li> <li>• Liaison and relationship management of THF research partnerships.</li> <li>• Work with existing research partners to assist them to keep to timelines and objectives</li> <li>• Assist with THF meeting research responsibilities, e.g., contributions to Ethics submissions</li> <li>• Build relationships with individual researchers and research institutions to strengthen THF capacity for research.</li> <li>• Develop and Maintain relationships with existing research partners.</li> </ul>	<ul style="list-style-type: none"> <li>• THF research activities remain on schedule and AD and NPM are kept up to date about progress of all THF research activities.</li> <li>• Key research personnel and partners are supported effectively.</li> <li>• THF affiliated research projects remain on schedule.</li> <li>• THF contributions to research projects and submissions meet deadlines</li> <li>• Strong relationships are maintained between THF and THF research partners.</li> <li>• Establishment of network of supportive individual researchers and research institutions.</li> </ul>
<b>Fundraising/Media</b>	
<b>Activities</b>	<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>• Liaise with Fundraising to provide necessary information for funding submissions</li> <li>• Provide supporting material to Funding applications</li> <li>• Provide material for THF research grant acquittals where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Information is provided to Fundraising within nominated timelines</li> </ul>
<b>Reporting/General</b>	
<b>Activities</b>	<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>• Keep abreast of new research relevant to THF programs and report findings to AD and NPM</li> <li>• Attend regular meetings with AD</li> <li>• Keep AD and NPM updated about appropriate projects.</li> <li>• Provide updates at and contribute to annual Artistic/Programs face to face/virtual meetings</li> <li>• Provide updates for monthly Artistic Director board report</li> <li>• Attend staff meetings</li> <li>• Attend annual conference.</li> <li>• Operate within and adhere to THF policies and procedures</li> </ul>	
<b>Core Responsibilities</b>	
<b>Activities</b>	<b>Key Performance Indicators</b>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace.</li> <li>• Demonstrates duty of care, considers own safety and the safety of others while at work.</li> <li>• Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; and</li> <li>• Practices and promotes THF Equal Opportunity,</li> </ul>

	Harassment and Bullying policies by treating fellow staff and others fairly and equitably and without discrimination, harassment, or bullying.
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> <li>• Meet the behaviour standards outlined in THF’s policy and procedures, including:</li> <li>• providing a welcoming and safe environment for children, young people and vulnerable adults.</li> <li>• promoting the safety and wellbeing of children, young people and vulnerable adults to whom we provide services.</li> <li>• ensuring that your interactions with children, young people and vulnerable adults are positive and safe.</li> <li>• report any suspicions, concerns, allegations or disclosures of alleged abuse to THF management.</li> <li>• undergo periodic ‘national criminal history record’ checks</li> <li>• report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>• Promotes and encourages personal growth and effective communication.</li> <li>• Understands and supports policies and procedures of the organisation; and</li> <li>• Continually contributes to and supports the organisation’s staff, contractors, and volunteers.</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>• Supports the decisions of THF Board of Directors and Management.</li> <li>• Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>• Receptive and open to feedback.</li> <li>• Maintains a positive and constructive attitude that promotes confidence in those around them.</li> <li>• Contributes to staff meetings and promotes the exchange of information throughout the organisation; and</li> <li>• Regularly meets with Manager to discuss performance, plans and current issues.</li> </ul>