

## Statement of Duties

### Research Officer (Operations)

<b>Title</b>	Research Officer (Operations)
<b>Award</b>	Tasmanian State Service Award
<b>Unit</b>	Operations
<b>Supervisor</b>	Director, Operations
<b>Number</b>	357439
<b>Classification</b>	General Stream Band 5
<b>Terms of Employment</b>	2 years (Fixed term)
<b>Full Time Equivalent</b>	0.6 FTE
<b>Direct reports</b>	Nil
<b>Location</b>	Hobart
<b>Position Funding</b>	A617

#### INTEGRITY COMMISSION OBJECTIVES

As provided in the *Integrity Commission Act 2009*, the objectives of the Integrity Commission are to:

- (a) improve the standard of conduct, propriety and ethics in public authorities in Tasmania
- (b) enhance public confidence that misconduct by public officers will be appropriately investigated and dealt with, and
- (c) enhance the quality of, and commitment to, ethical conduct by adopting a strong, educative, preventative and advisory role.

The Commission achieves these objectives by:

- (a) educating public officers and the public about integrity
- (b) assisting public authorities to deal with misconduct
- (c) dealing with allegations of serious misconduct or misconduct by designated public officers, and

(d) making findings and recommendations in relation to its investigations and inquiries.

## **WORKPLACE VALUES**

The Integrity Commission always acts independently and in the public interest. We strive to be a positive influence and an agent for change within the public sector.

Our core values are:

- Respect
- Accountability
- Professionalism
- Collaboration
- Trust.

The reflection of these values in our workplace behaviour will result in the Commission being a positive influence for change and, both personally and professionally, a rewarding place to work.

## **POSITION OBJECTIVES**

This position will contribute to the efficient and effective operation of the Integrity Commission by undertaking research and analysis of complex issues, to assist the Director Operations and the Integrity Commission in the management and delivery of research projects.

The Research Officer operates with a focus on excellence in process, judgment, provision of sound, timely advice and support to other researchers and leaders of the organisation.

## **THE PERSON**

The occupant will have personal attributes that emphasise integrity and high standards of ethical behaviour in the workplace, in addition to the requirements of the State Service Principles. We expect the occupant to abide by the workplace values endorsed by the staff of the Commission.

The occupant of this position should have advanced tertiary-level qualitative research skills, including in legal research. They will be able to effectively synthesise information and repackage it into plain language. The occupant will be able to liaise with external stakeholders, and work closely with others to achieve goals and meet deadlines.

The occupant must have the flexibility required to work in a small agency.

## **DUTIES**

- Initiate and undertake complex qualitative and legal research and analysis using a variety of methods (no complex statistical analysis required), and synthesis of materials.
- Prepare a range of high quality, advisory materials including briefings, reports, policy papers, findings and recommendations, and submissions. Work closely with investigators to provide research relevant to investigative reports.
- Support the achievement of operational outcomes by undertaking a range of research and investigative tasks including administering questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols.
- Keep abreast of developments, activities and protocols in project research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars.
- Identify and implement areas for improvement in the Operations team relating to research approaches and procedures.
- Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives and resolve issues as they arise.
- Maintain databases and records as required.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

#### **LEVEL OF RESPONSIBILITY AND DIRECTION**

The occupant is expected to undertake designated complex projects and deliver outputs on time and to a high standard.

The occupant is expected to exercise a high degree of independence and autonomy in terms of day-to-day action.

The occupant is expected to provide research and advice that is thorough, accurate and timely, and develop proposals and recommendations for consideration by senior management and the Chief Executive Officer.

The occupant reports to the Director Operations and others under limited supervision, as required.

#### **SELECTION PROCESS AND CRITERIA**

Applicants for the position are required to submit a **curriculum vitae** containing professional, educational and personal details, along with a **maximum two-page statement of suitability** for the position.

Selected applicants will complete a formal interview with the Commission that may include a practical task aligned with the duties of the position.

Applications will be considered in light of the following criteria:

- (1) Well-developed project and self-management skills, including the proven ability to develop, plan, manage, and implement a variety of tasks concurrently within a given timeframe.
- (2) High-level legal and tertiary research and analytical skills including and ability to:
  - a. gather, review, evaluate and formulate information
  - b. prepare complex reports, presentations and papers for a variety of audiences
  - c. draft well considered, evidence-based and relevant findings, recommendations and policies.
- (3) Excellent written communication skills, including the demonstrated capacity to communicate accurately, clearly and succinctly.
- (4) High-level interpersonal and oral communication skills, including the ability to communicate, negotiate, consult and work collaboratively in a multi-disciplinary team environment.
- (5) Ability to quickly acquire skills in, and efficiently use, information technology, including case management databases.

### **DESIRABLE REQUIREMENTS**

1. Relevant tertiary qualification, such as law or other relevant humanities discipline.
2. Prior research experience in a similar environment.
3. Experience working in a confidential environment.

### **ESSENTIAL REQUIREMENTS**

1. A security vetting process to obtain Baseline security clearance (access to classified information and resources up to and including PROTECTED). This process requires the Australian Government Security Vetting Agency to collect personal information to assess suitability
2. A pre-employment check on any disciplinary or managerial action in any previous employment.
3. Identification check.

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The person is to provide evidence that they are fully vaccinated against COVID-19 or have an approved exemption. A person is fully vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, including any booster doses, necessary for the

person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

**1. Medical contraindication**

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- (a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- (b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

**2. Exceptional circumstances**

Demonstrated to the satisfaction of the Head of Agency.

## **WORKING ENVIRONMENT**

Employment in the State Service is governed by the *State Service Act 2000*. Employees of the Integrity Commission are required to uphold and comply with the State Service Principles (s 7 of the *State Service Act*) and the Code of Conduct (s 9 of the *State Service Act*).

The Integrity Commission is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The Commission has endorsed a set of values which are implemented throughout the workplace.

The Commission also recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

All employees are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are expected to participate in maintaining safe working conditions and practices by:

- conducting their work in a safe manner such that it does not put themselves or others at risk, and
- complying with any reasonable instruction contained in WHS policies, procedures and instructions and reporting hazards, near misses and incidents to their supervisors.

The Commission implements a Flexitime Policy, enabling employees to take advantage of flexible working hours. We also offer employees the opportunity to work from home in accordance with approved conditions.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the performance management policies and strategies of the Commission.

Smoking is prohibited in State Government workplaces and vehicles.