



POSITION DESCRIPTION

Researcher

Position Profile

Position Title:	Researcher
Position Classification:	Level 3
Status:	38 hours per week, Monday to Friday
Reports to:	Communications & Marketing Manager
Date issued/revised:	November 2023

About The Police Association Victoria (TPAV)

The Police Association of Victoria (TPAV) represents the industrial, legal and welfare interests of 17,800 sworn police officers and PSOs in Victoria, is among the most influential and high-profile employee organisations in the state.

Position Overview

Reporting to the Communications & Marketing Manager, the key responsibility of the Researcher will be to provide high quality research, advice and action recommendations to management in line with the TPAV's objectives.

As a resource for the entire organisation, our Researcher will regularly interact with and support the work of TPAV management and staff across all sections.

The Researcher will be expected to compile and present high-quality qualitative and quantitative research, on a range of important issues affecting Police Association members and the Victorian community at large.

The rigour associated with this research will be critical in enabling TPAV to credibly prosecute its position on important issues in the public domain such as in Royal Commissions, government-sponsored Taskforces and through the media, generally.

1. Main Duties/Responsibilities

- 1.1 Responsible to produce high-quality research, advice and action recommendations in line with the objectives of the Association.
- 1.2 Undertake research and analysis as tasked by the Secretary, Communications & Marketing Manager, and managers.
- 1.3 Assist in the analysis of the activities of Victoria Police, Government agencies and departments, comparable agencies interstate and internationally and the media and identify significant issues that impact TPAV members.
- 1.4 Undertake research, using quantitative or qualitative research methods in areas identified as having a significant impact upon TPAV and its members.
- 1.5 Create, document and track research projects.
- 1.6 Develop research tools (such as surveys, interview schedules etc) to collect and compile relevant information.
- 1.7 Publish and present the results of research in appropriate forums.
- 1.8 Develop and maintain a base of knowledge and understanding of policing in Victoria.
- 1.9 Identify emerging issues that have the potential to affect TPAV members.
- 1.10 Write submissions as tasked by the Secretary and the Communications & Marketing Manager.

- 1.11 Attend meetings as necessary to address members in relation to TPAV's research activities.
- 1.12 Answer enquiries from TPAV's management, staff and members, as required.
- 1.13 Represent TPAV at various forums, as required.
- 1.14 Other duties, as required and directed.

2. Key Relationships

- 2.1 Senior Administration, Leadership Team and staff of TPAV.
- 2.2 TPAV's Delegates and Members.
- 2.3 External stakeholders, such as relevant Government bodies, libraries, contractors etc.

3. Skills & Experience

- 3.1 High level written and oral communication skills.
- 3.2 A demonstrated capacity to undertake research including the use of qualitative and quantitative methods.
- 3.3 Demonstrated ability to operate under pressure both independently and as part of a team to achieve deadlines.
- 3.4 Sound IT skills, particularly a demonstrated proficiency in use and knowledge of MS Office applications and web-based software.
- 3.5 Ability to manage projects within specified timelines.
- 3.6 Sound general knowledge of major issues within policing.
- 3.7 Maturity and discretion to maintain integrity of confidential or sensitive information.
- 3.8 Ability to adjust work practices to meet the needs of TPAV and its members.
- 3.9 Preparedness to travel anywhere within Victoria and to work extended hours if, and when, required.
- 3.10 Commitment to TPAV's values.

4. Qualifications & Other Requirements

- 4.1 Must possess an appropriate tertiary qualification (for instance, criminology, criminal justice, law, socio-legal studies, social sciences or similar).
- 4.2 Must have research experience.
- 4.3 Must hold a Victorian Driver Licence
- 4.4 Police clearance (Victoria Police consent to check and release national police record).

5. Terms & Conditions of Employment

- 5.1 All terms and conditions of employment are set out in *TPAV Enterprise Agreement 2020*.