



Position Description

Research and Data Analyst

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QSAN Secretariat
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Strengthening sector, supporting survivor voices, driving change



Position Description – Research, Data and Policy Analyst

Position Title:	Research and Data Analyst
Terms:	Permanent full-time, (4 days per week considered)
Pay Award and Classification:	SCHADS Award Level 6
Reporting to:	Director of Services and Member Engagement
Location:	This role can be based anywhere in Queensland.

ABOUT QSAN

The Queensland Sexual Assault Network (QSAN) are the leading, independent, funded Sexual Violence Peak Body for specialist sexual violence support and prevention services in Queensland. Our membership are located across Queensland including specialist services in regional and rural locations. QSAN are committed to working alongside and centering the voices of survivors of sexual violence, and engaging collaboratively with specialist services, organisations, and communities for the prevention of sexual violence.

As the Sexual Violence Peak Body for Queensland, QSAN implements a range of innovative activities to achieve our aims and objectives including:

- statewide consultation and coordination of service responses;
- systemic advocacy and engagement in policy, program and legislative reform processes;
- sector leadership and capacity building of specialist services;
- workforce development, practice forums, and professional training;
- social action, community engagement, education, early intervention and prevention work; and
- statewide, national and international partnerships to advance community-led responses to sexual violence and other initiatives that improve outcomes for survivors of sexual violence.

QSAN was formed as a statewide network in 2002 and have long held the vision and commitment to develop as a funded Sexual Violence Peak Body. At the heart of QSAN's work is the strength and diversity of our membership base and the importance of providing opportunities for connection, peer support, and the development of communities of practice to promote shared learning and collective impact. QSAN recognise the significant and innovative work that members undertake in responding to meet the needs of survivors of sexual violence in Queensland, and we will continue to lobby and advocate to see member services appropriately resourced and supported to fulfill this vital work.

QSAN are committed to upholding and promoting the rights of children and we represent services who are Child Safe Organisations, as defined under the Queensland Child Safe Organisations Act 2024. We are committed to upholding and promoting the safeguarding of children, young people, and vulnerable adults accessing specialist sexual violence support services, and through our governance and culture.

QSAN maintains that all forms of sexual violence are unacceptable in any circumstance. Sexual violence is a serious crime and a violation of human rights. Sexual violence affects people of all ages, all cultural backgrounds, and all genders, including women, men, trans, non-binary and gender diverse people. Every person has the right to safety, dignity, and autonomy. QSAN upholds an affirmative model of consent that involves ongoing communication to ensure that individuals are freely and enthusiastically consenting to participate in a sexual activity. Sexual consent can never be assumed, nor obtained through force, threats, intimidation, or coercion of any kind. Consent can also be withdrawn by individuals at any time, and their choices must be respected.

Position Summary

The Research and Data Analyst contributes to QSAN's strategic policy, research, and advocacy agenda by generating high quality evidence, analysis and policy documents. The role supports the Director of Service Delivery and Member Engagement to strengthen QSAN's evidence base, monitor emerging issues and ensure policy positions are grounded in lived experience, contemporary research and sector expertise.



This role works collaboratively with QSAN members, government agencies, research partners and lived experience groups to inform systemic advocacy and contribute to an evidence base. Operating with moderate autonomy, the position requires strong analytical capability, excellent written communication skills, and a commitment to feminist, trauma-informed and intersectional practice.

QSAN employees are expected to work in alignment with QSAN's mission, values, and feminist practice framework, and to contribute to a collaborative, inclusive, and reflective organisational culture.

QSAN requires its employees to demonstrate a commitment to and alignment with the QSAN mission statement and philosophy. QSAN employees are expected to:

- Utilise intersectional feminist and social justice principles in practice.
- Actively contribute to teamwork and team care.
- Utilise collaborative decision-making processes, which requires a high degree of participation, communication, and personal responsibility.
- Utilise consultative and transparent processes.
- Actively reflect on their own practice, foster trust and respect, and contribute to the ongoing improvement of QSAN service provision and processes.

In addition, QSAN employees are also expected to:

- Align personal performance to the Strategic and Operational Plans, relevant funding agreements, this position description and as directed by your line supervisor or the management team.
- Ensure compliance with all legislation, regulations, contracts, and quality assurance standards applicable to the organisation.

QSAN employees are also required to comply with all QSAN policies and procedures.

Key Responsibilities and Outcomes

Research and Data Analysis

- Conduct research, literature reviews, and environmental scans to inform QSAN's policy priorities.
- Analyse quantitative and qualitative data to identify trends, gaps and opportunities across the sexual violence service system.
- Support the development of statewide data collection, reporting, and evaluation mechanisms.
- Work with key stakeholders, including government, to develop sound data collection and information from the sector.
- Prepare research summaries, briefing notes, and evidence-based recommendations.
- Engage and collaborate with researchers and universities on relevant research opportunities.
- Develop a comprehensive understanding of sexual violence support services across Queensland.

Policy Development

- Support the development of policy briefs, submissions, discussion papers, and consultation responses.
- Ensure policy work reflects statewide member expertise, lived experience and contemporary research.
- Monitor government reforms, legislative changes and emerging issues relevant to the sector.

Advocacy Support

- Contribute to advocacy strategies, campaigns and stakeholder engagement activities.
- Prepare high-quality written materials for meetings with government, other agencies and sector partners.
- Assist in preparing presentations, reports and public-facing documents.



Sector and Stakeholder Engagement

- Build collaborative relationships with QSAN members, research partners and other community organisations.
- Capture information through surveys and other engagement methods to support consultation processes with lived experience groups, ensuring safe, ethical and inclusive engagement.
- Participate in sector forums, working groups and communities of practice as required.
- Document key themes and outcomes from sector engagement activities.

Organisational Contribution

- Contribute to planning, reporting, and continuous improvement activities.
- Support cross team collaboration and organisational initiatives including providing data and information for communication activities.

Professional skills and knowledge

- **Research and Analytical Capability:** Demonstrated ability to conduct literature reviews, environmental scans, and data analysis using both qualitative and quantitative methods.
- **Policy Development:** Understanding of policy cycles, government processes, and evidence informed policy development.
- **Sector Knowledge:** Understanding of sexual violence, gender-based violence, trauma-informed practice, and feminist frameworks.
- **Data Literacy:** Ability to interpret datasets, identify trends, and translate findings into actionable insights.
- **Communication:** High level written communication skills, including the ability to prepare clear, concise, and compelling documentation to support QSAN's strategic objectives.
- **Stakeholder Engagement:** Ability to build collaborative relationships with member services, research partners, government, and lived experience groups.
- **Ethical Practice:** Commitment to safe, ethical, and inclusive engagement with victim-survivors and lived experience contributors.

ESSENTIAL REQUIREMENTS

1. Tertiary qualification in a relevant discipline (e.g. human services, social work, public policy, research).
2. Minimum 3 years' experience working in a similar role (previous work in or with peak bodies and / or specialist sexual violence sector highly regarded).
3. High level of computer literacy, including working knowledge of standard Microsoft Office 365 suite + systems, experience in Xero advantageous.
4. Completion of a successful National Police Check upon successful offer of position.

KEY SELECTION CRITERIA

1. Demonstrated experience in research, data analysis and policy development within a related field or sector.
2. Strong analytical skills with the ability to synthesise complex information and produce high-quality written materials.
3. Understanding of sexual violence, gender-based violence, trauma-informed practice and feminist frameworks.
4. Ability to work collaboratively with diverse stakeholders including lived experience groups, government agencies and member organisations.
5. High level organisational skills with the ability to manage competing priorities and consistently meet deadlines.

Desirable

1. Experience working with or alongside people with lived experience.
2. Experience in program evaluation, data systems, or applied research.
3. Knowledge of Queensland's sexual violence service system.

To Apply:

If you are interested, please submit a cover letter addressing key selection criteria and essential requirements and a CV with two referees via Ethical Jobs.



If you have any questions or would like to arrange a confidential discussion about the role please contact HR@qsan.org.au.

This role will remain open until filled. We will be shortlisting and interviewing candidates as applications are received.