



<b>Position Title:</b>	<b>Research Assistant</b>
<b>Program:</b>	<b>Research and Practice</b>
<b>Band:</b>	<b>C</b>
<b>Salary:</b>	<b>Stream 5, Level 6</b>
<b>Date:</b>	<b>June 2026</b>

## ROLE PURPOSE

Berry Street Yooralla and La Trobe University are collaborating on a research project aimed at making a meaningful impact on the lives of children and young people. Funded by La Trobe University, this project is jointly managed by Berry Street Yooralla and La Trobe University. The research focuses on what contributes to positive change for families with cumulative or escalating needs in an area of mutual interest with the aim of having a meaningful impact on the lives of children and young people.

The research is concentrated on Berry Street Yooralla’s Integrated Family Services, funded by the Department of Families, Fairness and Housing (DFFH), in two of its regions – North (metropolitan) and Inner Gippsland. Berry Street Yooralla’s suite of family services aim to keep infants, children, and young people safely at home. The focus of this research has been the programs that aim to “Strengthen families who have cumulative or escalating needs”; that is those families at risk of being involved in the Child Protection system.

Family Services has been relatively under-researched in Australia and there is a clear appetite for this focus of research in Victoria. One of the constraints in researching Family Services is the less-defined nature of the work that occurs with families. This research aims to strengthen understanding of the core and supplemental approach to service delivery and how it fits in with evidence-based or informed practices and the implementation of practice elements.

This research project has been underway since late 2024 and is currently in the active stage of conducting interviews with participants, extracting data from client files, and quantitative and qualitative data analysis. This phase will be complete over the coming three months, with the remaining three months focused on preparing final reports and other publications.

An Advisory/Consultative Group comprising La Trobe University and Berry Street staff as well as representatives from other key stakeholders is acting as a critical friend to the project.

A Steering Group comprising the Chief Investigator from La Trobe University and leadership from Berry Street Yooralla, the La Trobe University Project Coordinator and other representatives from Berry Street Yooralla and La Trobe University, as the need arises, will work collaboratively to direct the research team in the conduct of the research and monitor the progress of the project.

The research team comprises the Senior Research Officer and the Research Assistant. The Research Assistant will support the Senior Research Officer to undertake the research and provide secretariat services for both governance groups in consultation with the La Trobe Project Coordinator.

Note. This role may also assist with other Berry Street Yooralla projects related to our broader vision.

## PRIMARY OBJECTIVES

The primary objectives of the Research Assistant role is:

- Contribute to the implementation and completion of the joint research project, under the supervision of the Senior Research Officer
- Conduct activities such as literature searches, data collection, data entry, data cleaning and analysis, and report writing, in relation to the joint research project, under the supervision of the Senior Research Officer
- Contribute to specific submissions and projects related to the joint research project and the broader field
- Contribute to the provision of secretariat services to the Advisory/Consultative Group and the Steering Group

## REPORTING RELATIONSHIPS

This role is based at Berry Street Yooralla's Central Office in Melbourne on Wurundjeri Country with travel to Preston and Morwell offices as required.

This role reports to the Senior Research Officer who will provide supervision and review.

Under the direction of the Senior Research Officer, this role will work with family services staff in the North metropolitan and Gippsland regions where the Integrated Family Services teams are located.

This role will work collaboratively with the La Trobe University Project Coordinator

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.

## ROLE RESPONSIBILITIES

### Specific responsibilities, duties and tasks

#### Direct Research Activities

- Assisting in participant recruitment and management by emailing participants, conducting informed consent conversations with parents and young people, scheduling interviews and preparing materials, and updating tracking documents.
- Contribute to and work within the research work plan, undertaking activities such as clinical data mining, data cleaning and redaction, conducting semi-structured interviews, transcribing and reviewing interview transcripts, and entering and analysing data collected from standardised measures
- Identify and collate data from the Berry Street Service Record System (SRS)
- Support the Family Services teams in their data collection for the project, monitor the fidelity of the data collection and, in consultation

	<p>with the SRO, suggest improvements or modifications to the Steering Group</p> <ul style="list-style-type: none"> <li>• Organise data so that it can be analysed; use quantitative and qualitative data analysis to analyse data collected for the project; conduct literature searches and contribute to literature reviews</li> <li>• Develop written drafts of results, findings and conclusions under the direction of the SRO</li> <li>• Contribute to the production of conference and seminar papers and publications from the research</li> <li>• Undertake data analysis relating to sensitive and confidential data</li> <li>• Work within the ethical requirements set out in the research ethics application and Berry Street policies on ethical research</li> <li>• Assist in completing ethics amendments, as required</li> <li>• Use systems such as SPSS, NVIVO and Excel for data analysis</li> <li>• Use appropriate documentation conventions and tools such as EndNote to manage citations and referencing</li> </ul>
<b>Administration and Reporting</b>	<ul style="list-style-type: none"> <li>• Attend and provide reports to meetings associated with research, including the Steering Group for the research project</li> <li>• Assist and prepare reports (verbal and written) for committees such as the Advisory/Consultation Group for the research project and other committees as required</li> <li>• Update data bases as required and expected</li> <li>• Undertake administrative functions primarily connected with the area of research</li> <li>• Maintain records of meetings/actions as directed by the Senior Research Office</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with staff from Berry Street Yooralla, La Trobe University and other stakeholder organisations</li> <li>• Access and ability to maintain a Home Workspace to facilitate working from home as required</li> <li>• Other duties as required</li> </ul>

## KEY SELECTION CRITERIA

- Demonstrated ability to provide a high standard of research skills and expertise, particularly in qualitative research.
- Excellent written and oral communication skills (including report writing, public speaking, presentations and facilitation skills)
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies
- An understanding of the complexity of the service system and the issues involved in providing services and conducting research with clients of family services (including parents and young people)
- Knowledge and skills in quantitative and qualitative data collection and analysis

## QUALIFICATIONS AND OTHER MANDATORY REQUIREMENTS

- An appropriate Bachelor or higher-level qualification in Social Work, Psychology, Welfare or associated human service field is required.
- Staff members must hold a valid WWCC and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

## HIGHLY DESIRABLE

- Postgraduate qualifications in research related roles

## OUR VALUES

**We expect all staff to apply these Values in all aspects of their work.**

**Courage:** to never give up, maintain hope and advocate for a 'fair go.'

**Integrity:** to be true to our word.

**Respect:** to acknowledge each person's culture, traditions, identity, rights, needs and aspirations.

**Accountability:** to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used wisely.

**Working Together:** to collaborate with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.

Berry Street is committed to being a child safe, child friendly and child empowering organisation. **In everything we do we seek to protect children**

## INHERENT REQUIREMENTS OF WORK ACTIVITIES/ENVIRONMENT

The following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Client Facing and Service Delivery</b>	Work with clients who may have a physical, psychiatric, or sensory disability.	Daily
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Daily
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Daily
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Not Applicable
	Work in a client's home or their family home alone and/or with others.	Occasional
	Represent, advocate, and cooperate with legal processes which may include attendance to court.	Occasional
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Occasional
	Work via computer from home as required.	Regular
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	Not Applicable
	Work rostered hours with the possibility of overtime.	Not Applicable
	Work on-call after hours.	Not Applicable
	Work in an open plan office with no assigned desk.	Daily
	Work in buildings which may require the use of stairs or elevators.	Regular
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	Daily
	Work in educational or community facilities.	Occasional
	Undertake training and professional development activities both internal and external to the organisation.	Occasional
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	Daily