

Position Overview	
Position Title:	Research Officer
Term:	12-month fixed term contract, with possibility of extension
Hours:	Part-Time 0.8 EFT (30.4 hours per week)
Location:	Remote (Work from Home) - Gender and Disaster Australia is a national organisation with staff primarily based in Victoria. The organisation does not maintain a physical office space, and permanent remote working arrangements are in place for all staff. - Applicants must be based in Australia. This role will require travel to organisational meetings in Victoria and occasional interstate events. It is expected that most events throughout 2026-27 will be held in Victoria.
Reports To:	Research and Innovation Manager
Direct Reports:	Nil
Company Profile	
Gender and Disaster Australia (GADAus) is the leading national organisation working at the intersection of gender and disaster. We undertake research, and deliver evidence-based information, training and resources to address and minimise the harmful impacts of gender stereotypes before, during and after disaster. GADAus advocates, advises, and works in partnership across the system to transform disaster planning, policy and practice, and to support better outcomes for women, men and LGBTIQ+ people.	
Position Summary	
The Research Officer is responsible for undertaking high-quality research, managing research projects, engaging stakeholders, and translating evidence into practice and policy to advance gender-sensitive approaches to disaster preparedness, response, recovery, and resilience. The Research Officer will lead and support the delivery of research for GADAus, generating high-quality evidence on gender and disaster issues to inform organisational priorities, policy discussions, and sector practice.	
Duties & Responsibilities	
General Responsibilities: - Uphold ethical research practices and ensure all research activities comply with organisational values, policies, and relevant ethical standards. - Contribute positively to a collaborative, inclusive, productive and innovative workplace culture. - Undertake other duties consistent with the level and scope of the position as directed. Research and Evidence Development: - Conduct high-quality research on gender and disaster-related topics, including literature reviews, environmental scans, and evidence synthesis. - Design and implement appropriate research methodologies, ensuring ethical and rigorous research practices. - Collect, manage, and analyse qualitative and quantitative data to identify key findings, trends, and emerging issues. - Contribute to the development of research frameworks, tools, and resources that support Gender and Disaster Australia's research. Project Coordination: - Coordinate research activities to ensure project milestones and deliverables are achieved to a high quality and within agreed timelines. - Maintain project documentation, records, and reporting requirements. - Liaise with internal team members and research partners to support project delivery.	

Reporting and Knowledge Translation:

- Prepare research reports, discussion papers, briefing notes, and presentations for a range of audiences.
- Translate complex research findings into accessible and practical information for stakeholders.
- Contribute to the dissemination of research findings through publications, webinars, workshops, and sector forums.
- Provide research and evidence-based editorial review, quality assurance, and content development support for organisational publications, submissions, reports, training materials, and other communications.

Stakeholder Engagement:

- Engage with community organisations, government agencies, researchers, and other stakeholders to support research activities.
- Build and maintain collaborative relationships that strengthen the quality and relevance of the research.
- Gather stakeholder perspectives and lived experience insights to inform research outputs.

Key Selection Criteria (Essential)

1. Commitment to feminism, and to the vision and goals of the organisation.
2. Proven experience in conducting and managing research projects, ideally in the context of gender and/or disaster.
3. Proficiency in data collection, analysis, and interpretation, with the ability to use data analysis software effectively.
4. Excellent written and verbal communication skills, including experience in preparing detailed reports, publications, and presentations.
5. Demonstrated ability to manage multiple projects simultaneously, ensuring high standards of work, timely completion and adherence to budgets.
6. Experience in building and maintaining relationships with diverse stakeholders, including community groups, government agencies, researchers and academic institutions.
7. An understanding of the political environment and current issues in gender, disaster and emergency management, violence against women, primary prevention and health promotion.
8. Demonstrated organisational and systems skills, including proficiency in Microsoft 365 and the ability to comply with organisational policies, procedures, reporting, and record-keeping requirements.

Benefits

- Generous remuneration.
- Flexible and remote working arrangements.
- 4 weeks annual leave (pro rata) and leave loading.
- Additional three (3) days leave between Christmas and New Year.

Work Health & Safety Obligations

All staff are required to:

- Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to their supervisor.

Approved by:

Chief Executive Officer

Date of Approval:

30/07/2026