

Position Title:	Senior Research and Evaluation Officer
Grading:	Manager Level 4 Low
Status:	Permanent, Full time
Location:	Newington (note: occasional travel to all clinics across NSW is required)
Responsible to:	Director Research Centre
Responsible for:	Monitoring and Evaluation Staff
Collaborates with:	Research Centre Executive Health Promotion International Program Clinical Services Education

Our Organisation

Family Planning Australia (FPA) is the leading provider of reproductive and sexual health services in NSW. We are an independent not for profit organisation which aims to advance lifelong sexual and reproductive health and rights.

FPA committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers through professional education and training, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation and leading international development projects to promote the rights of marginalized people in developing countries.

Position Overview

The Senior Research Officer will work with the Director Research Centre in managing FPA research and evaluation to increase the body of knowledge in reproductive and sexual health and to inform policies and planning for reproductive and sexual health initiatives

Selection Criteria

Essential

- Post-graduate qualifications in epidemiology, statistics, or other quantitative disciplines including public health; experience in design, implementation and analysis of research and evaluation studies within an operational context
- Demonstrated experience in study design and the development of research proposals and ethics applications
- Proven experience in successful research grant submissions
- Proven experience in the design and implementation of research, monitoring and evaluation projects
- Proven experience in systematic review and/or meta-analysis
- Proven experience with handling routinely collected health data, clinical surveys, and quasi- experimental or randomised studies
- Demonstrated experience in the development of quantitative and/or qualitative research articles for peer reviewed journals, including the use of standard data analysis packages such as R, SPSS, SAS, STATA or similar
- Ability to work in a task-oriented team and with technical and managerial personnel.
- Experience in working in a multi-disciplinary team.
- Strong analytical and problem-solving skills
- Excellent organisational skills and oral and written communication skills

Desirable

- Experience in reproductive and sexual health research

- Experience in development and conducting qualitative research studies, including the use of standard software packages such as NVIVO
- Clinical trials experience

Other requirements

- A Criminal Record Check is required prior to commencement in the role

Values

- FPA is a pro-choice organisation – staff are expected to fully support an individual’s right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion. As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
- In this role this means leading and participating in research that relates to both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
 - Compassionate
 - Collaborative
 - Empowerment
 - Bold

Key Responsibilities

- Work with the Director Research Centre and Executive in the development of research strategy and strategic priorities and implement the Research Centre strategic direction and strategic and business plans
- Initiate and contribute to the planning, design, implementation and analysis of research and evaluation of FPA activities in Australia and the Pacific including proposal development, mixed methods instruments design, project implementation, data collection, analysis and writing.
- Assist the Director Research Centre in monitoring, evaluation, data quality and reporting to meet the requirements of the organisation, NSW Ministry of Health and other funders.
- Identify/seek grant opportunities and initiate/supervise development of grant applications for FPA and management of grants
- Initiate and participate in external research collaborations to secure additional grant funding and partnership opportunities.
- Develop research project budgets to support planning and assessment of available resources.
- Develop ethics applications, including HREC applications and associated documentation (e.g., participant information sheet) and coordinate research governance processes (e.g., contract/agreement development and finalisation) to ensure high quality ethics submissions and appropriate risk assessment and review of contracts
- Lead and coordinate the development of FPA statistical reports, support the dissemination of results including the media release
- Develop/facilitate formal and informal affiliations and partnerships with established research institutions and universities
- Provide research and evaluation high level advice, mentoring and supervision to FPA staff and university student placements
- Provide high level advice to staff in the development or review of papers for publication in peer-reviewed journals and/or to be presented at scientific and health conferences relating to FPA research and evaluation activities
- Provide expertise and support for requests from FPA staff for data on reproductive and sexual health

indicators across the spectrum of reproductive and sexual health.

- Coordinate relevant FPA research and evaluation projects and prepare quantitative and qualitative research articles for peer reviewed journals.
- Lead the review of documents relating to internal and external requests for research collaborations.
- Lead or contribute to the identification of indices for routine monitoring and evaluation of the performance of FPA.
- Develop and maintain effective and professional relationships with internal stakeholders to ensure optimal involvement of the Research Centre expertise and input in FPA projects.
- Uphold NHRMC standards of conduct for research including administering research grants and maintaining compliance as an administering institution
- Represent FPA on external Project and Program Committees, ensuring the development of strong professional relationships that highlight FPA expertise and provide for opportunities to widen FPA's influence on reproductive and sexual health in NSW.
- Represent FPA as an expert spokesperson in external media and publications under the direction of the Director Research Centre and Associate Director of Communications
- Perform other duties as required by Director Research Centre to ensure the efficient functioning of the Centre.

General Responsibilities

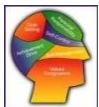
Safety & quality

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by FPA
- Maintain the required qualifications and competencies to deliver high quality services and programs
- Commit to on-going skill development and take responsibility to update knowledge, enhance skills and competencies within the context of the role
- Adhere to FPAs defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the role
- Adhere to the Incident Management Policy to report and escalate any issues within the specified time frames
- Commit to share knowledge, and provide support and supervision to less experienced staff

Work health and safety

- All employees are responsible to ensure that they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Highly Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Highly Advanced
	Work Collaboratively Collaborate with others and value their contribution	Highly Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Highly Advanced
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Advanced

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
