



Senior Research Officer Position Description

Job title: Senior Research Officer

Reporting to: Chief Executive Officer

Direct reports: nil

Salary: This is a Level 6 role with the Social, Community, Home Care and Disability Services (SCHADS) Award (\$115,344 to \$120,440) **pro rata**, plus 12% superannuation and salary packaging

Full-time equivalent: 0.2 – 0.4 FTE part time, flexible hours (Fixed term to 30 June 2027, with possibility of extension subject to funding)

Location: Work from home, anywhere in Australia

About the NDRP

The National Disability Research Partnership (NDRP) funds research led by and with people with disability. It supports a collaborative and inclusive disability research program that builds evidence for successful policy and practice. It is guided by the [NDRP guiding principles](#).

The NDRP is a key initiative under [Australia's Disability Strategy 2021-2031](#). It will be instrumental in building the evidence base for the Strategy and beyond to improve outcomes for people with disability.

NDRP values

Inclusion We promote inclusion through non-discrimination, accessibility and support. We continue to learn and improve our ways of working and actions.

Integrity We are open, honest and transparent. We build trust and are open to new ideas and feedback. We are ethical in our approach and committed to our guiding principles.

Respect We listen to and learn from people with diverse perspectives and ways of knowing. We value different experiences and opinions. We respect people, country and culture.

Excellence We are rigorous and strive for excellence in our work by learning, reviewing and evaluating process, outputs and outcomes

Collaboration We work together, collaborate and draw on each other's strengths to achieve our vision and purpose.



About the role

This role is responsible for the management and coordination of NDRP's commissioned and rapid policy research projects, working in partnership with the Head of Policy Research to deliver the research program in accordance with organisational priorities, strategic objectives and governance requirements. The role exercises initiative and sound judgement by managing project delivery, procurement and governance processes and facilitating effective collaboration between researchers, policymakers and disability community.

The NDRP, as part of its funding from the Department of Health, Disability and Ageing (DHDA), is trialling and evaluating a commissioned research project and approach, and rapid policy research collaboration approach. When commissioned to undertake a disability research project that is national in scope and complex, the NDRP can facilitate access to the right people, coordinate a multidisciplinary partnership project, manage timelines and deliver outcome reports that are evidence-based, targeted and practical. The NDRP seeks to add value by working with the funder to understand the issue in question and get the research question right, draw on its extensive network of researchers and the disability community, and provide oversight of the program.

Additionally, the NDRP'S Rapid Policy Research Collaboration complements our open funding and commissioned research by enabling rapid generation of evidence to support emerging disability reform priorities. The NDRP Rapid Policy Research Collaboration will act as a proof of concept by demonstrating that the NDRP can rapidly procure policy-ready evidence that accelerates evidence-to-action.

The NDRP is building a diverse team and strongly encourages people with disability to apply. This is a flexible, work from home position and the NDRP actively supports inclusion and accessibility.

Key responsibilities

This position description is a guide to the main responsibilities of this role. It is not a complete list of every task. In addition to the list below, the role may involve additional duties that are within the scope and experience level.

Support for Commissioned and Rapid Policy Research projects

- Undertake and coordinate policy research and desktop reviews, stakeholder consultations and other project activities to support the delivery of commissioned and rapid policy research.
- Develop, implement and maintain comprehensive project management frameworks, including plans, timelines and risk registers for commissioned and rapid research projects.
- Manage and oversee project milestones, deliverables and reporting requirements and escalate risks or issues as required.
- Prepare and coordinate governance and reporting materials for the Research Committee, Board and other governance forums as required.



- Plan, and coordinate project meetings, stakeholder consultations and engagement activities, ensuring effective participation, appropriate preparation and timely follow up
- Contribute to the development of Funding Policy and Guidelines to enable the procurement of research teams.
- Coordinate the procurement processes for commissioned and rapid policy research, including preparation of documentation, coordination of assessment processes and contract administration.
- Provide oversight and guidance to the funded research team(s) to ensure the project is developed and delivered aligned with the NDRP guiding principles and the research capacity strengthening and evidence for action strategic goals and objectives.
- Monitor funding agreements and contracts for commissioned and rapid policy research projects.
- Support the translation of research findings into accessible products for policymakers, people with disability, service providers and other stakeholders.
- Coordinate research dissemination activities, including reports, presentations, briefings and stakeholder communications.
- Identify opportunities to improve research project management, procurement, governance and reporting processes, developing recommendations and contributing to the implementation of practical improvements.

Relationships

- Work in close partnership with the Head of Policy Research so both roles together can successfully implement the policy research program of work.
- Provide secretariat support and governance coordination for Advisory and Working Groups, actively role modelling NDRP priority for access and inclusion.
- Develop and maintain effective working relationships with researchers, people with lived experience and other stakeholders to support project delivery, consultation activities and dissemination of findings.
- Work collaboratively across NDRP to ensure commissioned and rapid policy research projects are well supported and aligned with the organisational priorities and governance arrangements including reporting and information for review and consideration by the Research Committee and Board.

Selection criteria

Essential:

- Strong understanding of and experience in the Australian disability policy, with a particular focus on the NDIS and on support systems for people with disability outside the NDIS such as health, education and housing.
- Understanding of disability inclusive research practices, gained through working with the disability community.



- Sound knowledge of co-design and co-production of research, research processes and practices including research ethics, methodologies, funding processes and research institution structures.
- Demonstrated ability to build productive relationships and work collaboratively with researchers, people with disability, policymakers and other stakeholders, including facilitating inclusive engagement processes.
- Experience with desktop reviews or other evidence synthesis approaches.
- An innovative approach and the ability to identify practical solutions and deliver high-quality outcomes in complex environments.
- Experience in designing and implementing initiatives or projects with diverse stakeholders.
- Clear written communication skills including producing engaging materials and reports for a range of audiences.
- Strong research and project management skills, including coordination of complex activities, documentation, governance and reporting.
- Ability to work independently within a diverse and inclusive team, including demonstrated capacity for initiative, flexibility, and creativity.
- Ability to effectively manage competing priorities and coordinate multiple activities at the same time.
- Commitment to a human rights-based approach and the principles of the NDRP.
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Desirable but not essential:

- Lived experience of disability: The NDRP strongly encourages people with disability to apply.
- Experience working in a government agency or working closely with policy makers.
- Completion of, or substantial progress towards, a higher degree by research (Masters or PhD) and /or research project management experience

Contact

We understand you might have unique needs during the application and interview process. If you require any accommodations or adjustments to participate fully and fairly, please let us know.

For more information about this position or for any accommodations or adjustments you might need throughout the application and interview process you can outline this in your covering letter, email us or have a confidential discussion about your needs:

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