Queensland Network of Alcohol and Other Drug Agencies Ltd

Knowledge and Research Translation Officer

Position Description

November 2026

Position Title:	**Knowledge and Research Translation Officer**
Responsible to:	Director, Policy and Programs
Employment Basis:	Full time, 6 month contract position
Salary:	$100 000, plus super and salary packaging options
Location:	Brisbane, Qld

ORGANISATION CONTEXT

QNADA represents a dynamic and broad-reaching specialist network within the non-government alcohol and other drug (NGO AOD) sector across Queensland.

QNADA members provide drug education and information, early intervention, outreach, detoxification, residential rehabilitation, psychosocial and medical treatment, relapse prevention, justice diversion, and social inclusion services.

CONDUCT

QNADA has performance and ethical expectations of its employees, contractors and visitors. The Knowledge and Research Translation Officer is required to comply with the QNADA Code of Conduct.

PERFORMANCE PLANNING AND REVIEW

Performance goals, targets and indicators will be agreed with the Director, Policy and Programs on a regular basis and will be based upon the duties included in this job description.

KEY RESPONSIBILITY AREAS

The Knowledge and Research Translation Officer will be required to:

- support the annual validation and submission of the Alcohol and other Drugs Treatment Services National Minimum Data Set (AODTS-NMDS) from member agencies to the relevant funder
- support QNADA members in the collection of the AODTS-NMDS and prepare annual frequency reports for each member organisation
- Maintain the Responsive Systems Database, including identification and coding of new inquiries, reports and strategies and providing briefings to senior management to support submissions to government or parliamentary inquiries.
- undertake analysis of data used to inform alcohol and other drug policy responses in Queensland to identify limitations and potential improvements relevant to QNADA's policy advocacy
- support the implementation and maintenance of the QNADA quality management system.

CONDITIONS OF EMPLOYMENT

The terms and conditions of employment are set out in the individual contract of employment, the relevant award and agreement, and in QNADA policies and procedures.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated high level of skill in using Microsoft Excel.
2. Ability to ensure data integrity through demonstrated attention to detail.
3. Experience in working with, analysing, and distilling information from large and varied data sets.
4. Experience in project coordination and stakeholder liaison.
5. Demonstrated high level written and verbal communication skills.