

POSITION	Research and Policy Officer	STATUS	Part time
REPORTS TO	Research Manager	LOCATION	Cheltenham

BETTER PLACE AUSTRALIA

Better Place Australia has a vision of *An Australia where all people experience positive relationships, truly value each other and live safer, more confident lives*. As a community focused not-for-profit organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across 25 locations in Victoria.

PURPOSE OF ROLE

The successful candidate will be the newly appointed research and policy officer for The Centre for Better Relationships (The Centre). The Centre is a new research initiative by Better Place Australia and aims to influence the research and policy landscape by generating quality assured research outputs. Specific objectives of the role include:

- Assist in building the organisation's reputation as a thought leader
- Assist in the commission of valuable research as a means of advocacy to decision makers
- Use rigorous, evidence-based approaches to research
- Identify opportunities for policy and advocacy work and contribute to policy briefs and submissions
- Advance Better Place's objective to make a positive social impact to the communities it services
- Meet the requirements of the National Statement for Ethical Conduct in Human Research, 2007 and the Australian Code for the Responsible Conduct of Research, 2018

WORK PERFORMED

Policy and research

- Identify opportunities for policy and advocacy work in line with the strategic goals of Better Place Australia
- Write and contribute to policy briefs and submissions
- Develop a thorough understanding of relevant research areas using a variety of methods such as systematic and non-systematic literature reviews using appropriate academic and non-academic databases.
- Assist in the preparation, development, and writing up of research projects carried out by The Centre
- Assist in the data collection, data analysis, and interpretation of research projects carried out by The Centre
- Assist in preparation of documents relating to ethics committee requirements

- Assist with the organising and maintenance of a reference library for The Centre
- Actively participate in the dissemination of the research carried out by The Centre

General administrative duties

- Contribute to the development of the structure and content for The Centre for Better Relationship website
- Assist with general administrative functions pertaining to the research centre
- Assist with submissions as required

Other:

- Other duties as assigned, and which are consistent with the scope of the position.

REQUIRED KNOWLEDGE AND EXPERIENCE

Essential

- Appropriate tertiary qualification (social policy, psychology, public health, or similar) ideally with a strong applied research component and/or an equivalent combination of relevant experience and/or education/training.
- Highly developed qualitative and quantitative research design and data analysis skills
- Experience in developing and/or contributing to strategic policy and research agendas in the NGO sector
- High level written and oral skills
- High level communication and interpersonal skills
- Demonstrated ability to contribute to independent and team-based research and policy work
- Ability to work autonomously and as part of a team, self-motivated and comfortable achieving outcomes with minimal direct supervision
- Proficient in the use of computer applications including MS Office (including Word, Access/databases and Excel spreadsheets)
- Ability to work with a wide range of people across multidisciplinary teams and handle urgent and sensitive matters with high levels of discretion and professionalism

Desirable

- Knowledge of the family and relationships sector and current sector reforms

PERSONAL COMPETENCY REQUIREMENTS

- Excellent verbal and written communication skills including the ability to write nonstandard reports
- Well-developed interpersonal skills including the ability to work effectively at all levels within the organization
- Excellent attention to detail and analytical skill
- Excellent customer service and internal consulting skills together with a proven ability to maintain constructive working relationships with a broad range of key stakeholders
- Proficient in the use of the MS Office suite and other digital communication platforms (i.e. Zoom)
- Highly skilled in the delivery of constructive and supportive feedback

OTHER
<ul style="list-style-type: none"> • Demonstrated commitment to child safety and evidence of active involvement in child safety activities and initiatives • Working with Children Check (Victoria) • Current satisfactory National Police check
KEY RELATIONSHIPS / INTERACTIONS
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Research Manager • Senior Leadership Team • Business Analyst • Administration • Practitioners <p><u>External</u></p> <ul style="list-style-type: none"> • External stakeholders • Other community services providers and Peak bodies
GENERAL INFORMATION
<p>Better Place Australia is a not for profit organisation and we provide services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. Our organisation is committed to child safety and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.</p>