

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Research Officer Resources		
<b>Organisational Unit</b>	Institute of Child Protection Studies		
<b>Functional Unit</b>	Pro Vice Chancellor, Engagement		
<b>Nominated Supervisor</b>	Director, Institute of Child Protection Studies		
<b>Higher Education Worker (HEW) Level</b>	HEW 8	<b>Campus/Location</b>	Melbourne, Queensland, North Sydney, Canberra
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	<b>#HRtoassign</b>
<b>Employment Type</b>	Full-time, Fixed-Term (6 months)	<b>Date reviewed</b>	September 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Students, Learning and Teaching)

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE INSTITUTE OF CHILD PROTECTION STUDIES

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The ACU Institute of Child Protection Studies (ICPS) is a nationally recognised centre of research excellence in the area of child, youth and family welfare. ICPS' work focuses on prevention and responses to child abuse and neglect. It has offices in Canberra, Sydney and Melbourne, and undertakes work across Australia.

ICPS generates and promotes knowledge to improve the wellbeing of children, young people, families and communities; has a unique expertise in involving children, young people, families and communities in all aspects of research. ICPS has an identified strength in rigorous academic research and its direct translation into policy and practice, enabled through its partnerships with government, non-government and community organisations.

The aim of this research program is to improve outcomes for children, young people and families, to increase their safety, wellbeing and social inclusion, and to prevent/reduce future problems in adulthood.

ICPS seeks to do this by:

- conducting and disseminating research that advances and creates new knowledge, to promote and enhance the protection and wellbeing of children, young people and families;
- continuing to build new child-centred methodologies;
- building strong collaborations with key stakeholders, including government and not-for-profit organisations; and;
- developing qualitative and quantitative research that directly informs policy and practice.

## POSITION PURPOSE

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The Senior Research Officer Resources is responsible for creating practice tools and resources for the Australian Catholic University's Safeguarding Children and Young People on-line Portal, which builds the capacity of child-centred practice in service providers working with parents, families and communities to support them to address barriers and support safety and prevention of child sexual abuse.

Given the nature of the work of the Institute, a Working with Children Check clearance is a requirement of this position.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Develop a workplan for the project, and coordinate delivery of evidence based tools, resources and other sector development initiatives to build the capabilities of service providers working with parents, families and communities to address barriers and support safety and prevention of child sexual abuse	<ul style="list-style-type: none"> <li>Apply Commercial Acumen</li> <li>Adapt to and Lead Change</li> <li>Deliver Stakeholder Centric Service</li> </ul>	✓			
Source and analyse relevant policy and research to develop, test and monitor tools and resources, develop feedback and evaluation strategies and report on progress and outcomes of the project.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> </ul>	✓			
Where possible, contribute to ICPS training strategy and research collaborations with potential end-users, including professionals working with children and families in government and community agencies.	<ul style="list-style-type: none"> <li>Coach and Develop</li> <li>Adapt to and Lead Change</li> <li>Deliver Stakeholder Centric Service</li> </ul>	✓			
Develop strategies to monitor and evaluate the engagement of stakeholders with the project and its impact in building sector capacity – consistent with the Australian Research Council's focus on University's engagement and impact outside of academia.	<ul style="list-style-type: none"> <li>Apply Commercial Acumen</li> <li>Make Informed Decisions</li> <li>Know ACU Work Processes and Systems</li> </ul>	✓			
Establish and maintain an in-depth understanding of ICPS capabilities and interests to inform the identification of opportunities to maximize and build on the outcomes of the project.	<ul style="list-style-type: none"> <li>Apply Commercial Acumen</li> <li>Deliver Stakeholder Centric Service</li> </ul>	✓			
Work collaboratively with internal stakeholders, to meet internal project management, reporting and accountability processes.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with Impact</li> </ul>	✓			

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Administer business-related information to the Director, ICPS Finance and portfolio Finance staff for the effective financial management of projects.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Make Informed Decisions</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Implement new processes to identify, prioritise and create tools and resources to meet the needs of ACU, ICPS and sector stakeholders and clients.
- Maintain currency of knowledge of University policy and procedures in response to changing/new legislation/industry requirements when facilitating stakeholder engagement in Portal activities. .
- Ensure appropriate approvals are acquired, accurate information is entered into commercial applications and tight deadlines are met.

### Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of complex problems, offering support and research and policy translation expertise to other members of the Institute and must make decisions using initiative, knowledge, and judgment to achieve broadly directed outcomes.
- The position holder gives advice and recommendations on process improvements to the manager in response to various stakeholder requirements.
- The position holder recommends process improvements with a focus on accuracy, efficiency and meeting stakeholder needs

### Communication / Working Relationships

- The position holder is required to communicate and collaborate across the University, with external organisations and with academics and professionals from other Universities to identify relevant policies and practice models, and respond to stakeholder feedback.
- The position holder communicates internally with staff and externally with other stakeholders and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services.
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information relating to commercial research opportunities. The position holder also manages phone enquiries from other organisations and staff members.

## Reporting Relationships

For further



information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

1.	Progress towards a postgraduate qualification with relevant experience in the fields of domestic and family violence, child protection, child/family welfare services and safety and wellbeing of children and their families; or an equivalent combination of experience and/or education/training.
2.	Comprehensive knowledge of child safeguarding policies, and evidence of ability to translate research findings and policies into strategies, tools and resources that support the safety and wellbeing of children including the prevention of child sexual abuse.
3.	Demonstrated ability to communicate with a range of internal, external and client stakeholders and to create evidence-informed resources that support and drive culture change through policy analysis & review, development of new policies, and practice frameworks.
4.	High-level project management expertise, with demonstrated ability to prioritise tasks and manage conflicting deadlines, and to work independently at the local level and as a member of a team to meet internal and external targets and deadlines.

### Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Proficient in the use of core office applications and other technologies related to developing, writing and publishing on line materials, resources and tools.
7.	An ability to display openness and flexibility in work approach when faced with obstacles and think creatively when implementing business solutions.
8.	Work collaboratively internally to meet internal project management, reporting and accountability processes accurately and on time, and externally to ACU to ensure stakeholder expectations are met.
9.	Demonstrated ability to communicate effectively with staff at all levels and deliver business-related information effectively to different stakeholders.

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**Other attributes**

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
11.	As the successful applicant will have access to sensitive research data about children and young people, they will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
12.	(If based in ACT) As the successful applicant will have access to sensitive research data about children, young people and vulnerable people, they will be required to hold a valid working with children and vulnerable people clearance in the Australian Capital Territory.