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POSITION DESCRIPTION

Senior Project Officer – Outcomes Measurement

Position Level	7
Faculty/Division	Business – Centre for Social Impact
Position Number	XXXX
Original document creation	August 2021

Position Summary

The Senior Research Officer will be responsible for negotiating, managing and leading evaluation and outcomes measurement projects that contribute to CSI's strategy and research program. They will lead the development of research and evaluation tenders, proposals and grants to industry stakeholders such as not-for-profits, government departments, philanthropic funds and private sector organisations.

The role reports to a Senior Research Fellow and has 1 research assistant reports.

The role will be 1.0 FTE for 12 months

Accountabilities

Specific accountabilities for this role include:

- Lead Outcomes Measurement research and evaluation projects (quantitative and qualitative) including the delivery of accurate analysis and evaluation, interpret research data, and production of accessible reports to different audiences;
- Lead business development activities that support the evaluation and outcomes measurement portfolio of the Research and Evaluation Team;
- Lead the preparation of research proposals and funding applications;
- Undertake quantitative (and, if appropriate, qualitative) research and evaluation as well as other research tasks such as, literature reviews, data analysis and writing in areas that contribute to CSI's strategy and research agenda;
- Manage and lead medium and large research and evaluation projects; organise and oversee research milestones, meetings with partners and the project team;

- Develop, and manage strong working relationships with key stakeholders internal and external to CSI and ensure CSI and UNSW is well represented;
- Communicate research and evaluation findings to the social purpose sector through accessible publications such as newsletters and online communication;
- Ensure all tasks undertaken are of a high standard in order to achieve accurate and valuable research outcomes;
- Actively participate in relevant research events (e.g. workshops and conferences);
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

Skills and Experience (Selection Criteria)

- A degree in social sciences or discipline relevant to CSI with subsequent relevant experience or an equivalent level of knowledge/experience gained in a relevant professional field including psychology, sociology, public health, community development, economics, international studies, or political science.
- Previous experience in developing research proposals, tenders and grants
- Experience in data management skills and quantitative analysis that can be applied to outcomes measurement and evaluation (descriptive statistics and comparative analysis)
- Knowledge of indicator identification, and an understanding of surveying methodologies.
- Experience in project management of research projects including coordinating and allocating research tasks, data collection and analysis, measurement and reporting of project outcomes, and ability to work to agreed timelines.
- Possess excellent planning and organisational skills and demonstrated capacity to meet tight deadlines and manage time effectively;
- Well-developed written communication and verbal presentation skills with the ability to develop written research reports and presentations for a wide variety of audiences;
- Excellent relationship skills and the ability to liaise effectively with all levels of staff, management, industry experts and external stakeholders;
- Capacity to undertake independent research and work as part of a team;
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Desirable:

- Demonstrated experience/proficiency with Stata, SPSS, Excel, Access, or other quantitative database Software
- Demonstrated previous qualitative research and/or evaluation experience including semi structured interviews and analysis of qualitative data and previous experience using qualitative data analysis software, e.g. NVivo;
- Knowledge of social impact content areas such as outcomes measurement, collective impact, program evaluation, social change and systems thinking;