



POSITION DESCRIPTION

POSITION TITLE	Research Officer
DIVISION	Social Policy and Research Centre
DEPARTMENT	Youth Opportunities Team
REPORTS TO	Principal Research Fellow – Skills & Training

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Social Policy and Research Centre (SPARC) has responsibility for seeding new approaches to social policy, programs and practice that help shape a better future for individuals, families and communities experiencing poverty, inequality and social exclusion.

POSITION PURPOSE

The Research Officer positions will contribute to the expansion of the Youth Opportunity Compass, an applied research data project within the National Youth Employment Body. The Research Officer will support the data analysis and output production for the Youth Opportunity Compass, which is a place-specific data dashboard that brings together demographic, labour market, educational and social infrastructure data to understand the needs and opportunities for youth employment solutions in regions of high youth unemployment.

KEY RESPONSIBILITIES

- Contribute to the development of online data platforms, including using Power BI to visualise data, including the extraction, curation and analysis of large public datasets related to employment, demographics, education, housing and wellbeing.
- Contribute to the analysis of quantitative data, including the cleaning and multivariate analysis of data.
- Contribute to the development of data management systems using excel, to track and manage datasets owned by government departments and authorities.
- Contribute to the facilitation of workshops with stakeholders, including the design of workshop materials and processes.
- Contribute to report writing related to project-based work.
- Contribute to BSL policy development, influencing or advocacy activities.
- Coordinate the collection of feedback from stakeholders, including conducting interviews and administering surveys.
- Support research activities through note taking, and the preparation of agendas and workshop materials.
- Contribute to the implementation of dissemination and promotion strategies, including; making presentations, co-authoring publications.
- Support relationships with key research, policy and other relevant organisations and individuals to foster opportunities for collaborative research, knowledge transfer and to promote SPARC.
- Engage in SPARC and BSL activities, where relevant.
- Carry out duties consistent with the scope and level of the position as directed by the Manager.
- Carry out administrative work to support the program of research.
- Work within the team to provide support and assistance as required to meet objectives.
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports	None
Indirect Reports	None

KEY SELECTION CRITERIA

Career Experience:

- Existing knowledge and/or the capacity to develop knowledge of the field of youth employment, including current issues and debates in research and policy.
- Capacity to develop an understanding of the social research and policy environment, including contemporary issues.
- Knowledge of relevant ethical research practices and codes.
- Demonstrated research skills, including quantitative skills at a level sufficient for undertaking multivariate statistical analysis and capacity to develop qualitative skills for preparing thematic analyses.
- Capacity to develop a publication record.
- Capacity to develop presentation skills.
- Capacity to develop media skills.
- Demonstrated time management and organisational skills, including the ability to plan workload, prioritise and meet deadlines.
- Demonstrated interpersonal and communication skills to build effective relationships, advise and liaise with a broad range of people across all levels, both internally and externally including people of all ages and from diverse cultural and socioeconomic backgrounds.
- Demonstrated proficiency with research related software (for example Nvivo and SPSS), bibliographic software such as Endnote, and Microsoft office software (Word, Excel, Access etc).

Personal Qualities:

- Seeks the common good - through compassion, a generosity of spirit and reliance on evidence
- Collaborative – work with others to achieve common goals; a spirit of teamwork, and staff support
- Strong attention to detail.
- Understanding of and empathy with the values and ideals of the Brotherhood.
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- An appropriate tertiary qualification with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work, evening shifts, public holidays, work based travel, after hours on call, attendance at a variety of different work locations

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.