

POSITION DESCRIPTION

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| POSITION TITLE | Research Officer |
| DIVISION | Research and Policy Centre (RPC) |
| DEPARTMENT | Youth Opportunity Research Team |
| REPORTS TO | Senior Research Fellow, Youth Opportunity Team |
| FTE | 0.8 |

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

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 position will be located within the BSL's Social Policy and Research Centre (SPARC). The role will contribute to the phase to expansion of the Youth Opportunity Compass. This phase of the work builds on two prototypes statistical dashboards developed in 2022 to expand the functionality and number of prototypes to 7. The Youth Opportunity Compass 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. The Youth Opportunity Compass work is part of the research and evaluation efforts of the National Youth Employment Body (NYEB). The NYEB was established by the Brotherhood of St Laurence in 2018 to enable a coordinated, multi-sectoral, place-based response to youth unemployment. The aim of the NYEB is to enable collaborative place-based efforts that build the conditions for young people to secure decent work while addressing the needs of industry for a diverse and adaptable workforce. The NYEB is building on international evidence and the Brotherhood's research, policy and practice experience in developing and delivering innovative education and employment models.

The Research Officer will play an important data analytics function and contribute to the ongoing development of the expanded set of data analytical dashboards. As part of the development of the dashboards, the Research Officer will help facilitate co-design meetings with community stakeholders and prepare written summaries of the technical development of the dashboards. The Research Officer will work closely with and be supported by the Principal Research Fellow and Senior Research Officer overseeing the Youth Opportunity Compass program of work. The Research Officer will also work with a team of research and practice staff in dissemination and socialisation of the dashboards with place-based partners and stakeholders.

KEY RESPONSIBILITIES

Responsibilities and duties will vary according to the various phases of research and evaluation of the NYEB, but could include any or all of the following;

- Contribute to the extraction, curation and analysis of large public datasets related to employment, demographics, education, housing and wellbeing.
- Contribute to the development of online data platforms, including using Power BI to visualise data.
- Contribute to the development of data management systems using excel, to track and manage datasets updated 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.
- Coordinate the analysis of quantitative data, including the cleaning and multivariate analysis of data.
- 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.
- Other duties as required.

TO BE SUCCESSFUL YOU MUST HAVE

Qualifications and expertise

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

Skills

- 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).

Demonstrated attributes

- 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.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work based travel.
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process