**POSITION DESCRIPTION**

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| **POSITION TITLE** | Research Officer |
| **DIVISION** | Social Policy and Research Centre (SPARC) |
| **DEPARTMENT** | Youth Opportunity Team |
| **REPORTS TO** | Research Fellow, Youth Opportunity Team |

**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 position will assist with applied research and policy tasks within the Youth Opportunity Team within SPARC. This role will contribute to the research and evaluation efforts of the National Youth Employment Body (NYEB). The NYEB was established by the BSL 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 enable 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 BSL’s research, policy and practice experience in developing and delivering innovative education and employment models.

**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 preparation of literature reviews and labour market scans.
* Conduct regular curation of grey literature, including media and policy literature, relevant to the youth employment agenda of the NYEB.
* Contribute to the preparation of survey instruments, including preparation of online survey platforms.
* Contribute to BSL policy development, influencing or advocacy activities.
* Contribute to the development of funding proposals and submissions.
* Contribute to the identification of funding sources and partnership opportunities.
* Coordinate correspondence and recruitment of research participants, including the scheduling of fieldwork.
* Coordinate the collection of data, including conducting interviews and facilitating focus groups.
* Coordinate the analysis of qualitative data, including the cleaning, coding and thematic analysis of interview transcripts.
* Coordinate the analysis of quantitative data, including the cleaning and multivariate analysis of survey 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 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:**

* 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.
* 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.
* 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.

**MANDATORY EMPLOYMENT CRITERIA**

* Specific work requirements include work-based travel, 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.