**POSITION DESCRIPTION**

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| **POSITION TITLE** | Research Fellow |
| **DIVISION** | Social Policy and Research Centre (SPARC) |
| **DEPARTMENT** | Youth Opportunity Team |
| **REPORTS TO** | Principal Research Fellow, Youth Opportunities 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 Research Fellow will lead the design, implementation and reporting of a three-year impact evaluation 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 build the conditions for young people to secure decent work while addressing the needs of industry for a diverse and adaptable workforce. The evaluation and research work led by SPARC is a core feature of the NYEB’s policy influencing and systemic change effort. The Research Fellow will work with the Principal Research Fellows leading the broader NYEB program of evaluation, research and policy work, as well as with a team of research and practice staff in the development of an evaluative framework, data collection tools and reporting outputs.

**KEY RESPONSIBILITIES**

**Research and evaluation project management**

* Manage a stream of impact evaluation work for the NYEB.
* Manage the design, development and preparation of both qualitative and quantitative data collection instruments.
* Manage the collection of qualitative data, including undertaking interviews, facilitating focus groups and supervising research assistants and interns in undertaking data collection activities.
* Manage the collection of quantitative data, including monitoring survey platforms and supervising research assistants and interns in the maintenance of survey correspondence.
* Manage the cleaning and analysis of collected data, including supervising research assistants and interns in the preparation and cleaning of interview transcripts, coding and thematic analysis of transcripts, exporting, cleaning and analysis of survey data.
* Contribute to the development and implementation of systems to support effective project management, including the use of project management tools and platforms.

**Policy development, influencing or advocacy activities**

* Contribute to and manage an evidence and knowledge base that furthers the youth employment research and policy agenda.
* Contribute to the identification and management of research and policy priorities.
* Contribute to the translation of policy ideas within youth employment.
* Contribute to BSL policy development, influencing or advocacy activities.
* Contribute to the development of policy submissions as agreed with Manager.

**Administration and management**

* Support the overall SPARC strategic leadership and management.
* Manage and develop project staff, specifically thedevelopment of research assistants and interns working within the NYEB project team.
* Contribute to, and/or collaborate on the implementation of dissemination and promotion strategies, including; making presentations, authoring and co-authoring publications.
* Maintain and foster relationships with key research, policy and other relevant organisations and individuals to enable opportunities for collaborative research, knowledge transfer and to promote SPARC.
* Contribute to internal BSL engagement.
* 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 Research Officer SPARC

Indirect Reports *none*

**KEY SELECTION CRITERIA**

**Career Experience:**

* An appropriate post graduate qualification with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
* Well-developed knowledge of evaluation and monitoring approaches and methodologies.
* Well-developed understanding of the social research and policy environment, including contemporary issues.
* Well-developed knowledge of relevant ethical research practices and codes.
* Track record of publications (reports, journals and peer reviewed publications).
* Demonstrated project management skills.
* Well-developed organisational skills, including the ability to manage staff, plan workload, prioritise and meet deadlines.
* Well-developed research skills, including quantitative skills at a level sufficient for design of multivariate statistical analysis and qualitative skills for leading thematic analyses.
* Well-developed 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.
* Developing leadership skills.
* Demonstrated presentation skills.
* Capacity to develop media skills.
* 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.