



POSITION DESCRIPTION

Position	Senior Project Officer – Knowledge Translation	Position Number	P10173
Reports to	Senior Manager – Research and Evidence Development	Direct Reports	Up to three Project Officers (currently none)
Status	Permanent	Time Fraction	Full time
Award	SCHADS Level 6	Location	Preston & hybrid

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Senior Project Officer will work within VACCA’s Research and Evidence Development (RED) Team to embed culturally appropriate knowledge translation across all team projects. They will lead the development of VACCA’s approach to sharing knowledge of research and evaluation findings and develop processes, tools and strategies to support the use of evidence in practice. They will develop and implement a knowledge translation work plan for research and evaluation projects. The Senior Project Officer will also identify opportunities to share VACCA’s research and evaluation findings internally and externally, including through production of journal articles, and participation in relevant conferences and symposiums. They will take a highly participatory approach to their work including the design, management, and delivery of projects. The Senior Project Officer will support the RED team in other projects and activities as required.

KEY RELATIONSHIPS

Internal: VACCA staff and community, including RED team, Client Practice & Evidence Development Directorate, Communications Team, regional management and staff, corporate staff.

External: Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, external research and evaluation agencies as appropriate

KEY SELECTION CRITERIA



ESSENTIAL

- Commitment to and understanding of the values that underpin VACCA's vision and purpose as well as an awareness and appreciation of Aboriginal societies and cultures, an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Experience in planning and implementing research and/or evaluation projects.
- Experience in translating research into evidence summaries, journal articles, practice tools, resources, and strategies for diverse audiences, particularly in health, social services, or community contexts.
- Project management experience.
- Strong communication skills, both written and verbal, with the ability to convey complex research and evidence in a way that is understandable and relevant to various audiences. Demonstrated experience engaging with a wide range of stakeholders.
- Commitment to professional development in research and evaluation, knowledge translation, the sector, and capability to reflect on own practice.
- High level of interpersonal skills for collaborative work and internal consultancy, conflict resolution and ability to motivate staff.
- Able to operate under limited direction.

DESIRABLE

- Experience in the design and implementation of knowledge translation of research and evaluation in an Aboriginal context.
- Understanding of the context in which VACCA delivers services.

REQUIREMENTS

- A bachelor's degree in social sciences or related field, plus experience in translation of research and/or evaluation into practice
- You must have a current employment Working with Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Lead the development of culturally informed approach, tools and processes for VACCA's research and evaluation knowledge translation
- Development and implementation of knowledge translation work plan to support translation of VACCA research and evaluation projects into practice
- Develop evidence summaries, journal articles, practitioner resources, webinars and other knowledge translation products of VACCA research and evaluation projects
- Support other members of the Research and Evidence Development Team to embed knowledge translation planning in projects and implement knowledge translation activities/strategies



- Ensure principles of Indigenous Data Sovereignty, Aboriginal and Torres Strait Islander leadership and Indigenous Cultural and Intellectual Property are reflected in knowledge translation planning and implementation
- Identify conferences and symposiums of relevance to VACCA, coordinate submission of abstracts and support conference presentations
- Identify relevant existing evidence and develop summaries of evidence for VACCA practitioners
- Stay up to date on developments relating to knowledge translation and exchange in Aboriginal research and evaluation
- Manage VACCA's Research and Evidence Development team intranet page
- Liaise with other teams within VACCA including the Communications Team in implementing knowledge translation activities
- Mentor, support and train Project Officers as well as support the team in periods of high demand and periods of absence.
- Represent VACCA at external meetings.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.