

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Research Fellow
<b>DIVISION</b>	Research and Policy Centre (RPC)
<b>DEPARTMENT</b>	Youth Opportunity Team
<b>REPORTS TO</b>	Principal Research Fellow, Youth Opportunity team, RPC
<b>FTE</b>	1.0

### 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 Research and Policy Centre (RPC) 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 conduct and manage rigorous and relevant applied social research and policy analysis within the Youth Opportunity Team within the Research and Policy Centre. This role will lead key parts 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 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 Brotherhood's research, policy and practice experience in developing and delivering innovative education and employment models.

## **KEY RESPONSIBILITIES**

### **Research and evaluation project management**

- Manage two streams of NYEB research and evaluation, including an outcomes evaluation and the development and testing of a labour market regional analysis tool.
- 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.
- Monitor, analyse and report on social policy trends, including policy trends in youth employment.
- 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 RPC strategic leadership and management.
- Manage and develop project staff, specifically the development 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 RPC.
- 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 within the team to provide support and assistance as required to meet objectives.
- Other duties as required.

## **SCOPE OF RESPONSIBILITY**

Direct Reports: Senior Research Officer, Research officer, Research assistant, RPC

## **TO BE SUCCESSFUL YOU MUST HAVE**

### **Qualifications and expertise**

- An appropriate post graduate qualification with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- Well-developed knowledge of the field of youth employment, including current issues and debates in research and policy.
- 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).

### **Skills**

- 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).

### **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