



Statement of Duties

Research Officer

Title	Research Officer
Award	Tasmanian State Service Award
Unit	Misconduct Prevention
Supervisor	Senior Consultant – Research Evaluation & Reporting
Number	357497
Classification	General Stream Band 5
Terms of Employment	Fixed Term (3 Years), Part-Time
FTE	1.0 (flexible)
Direct reports	Nil
Location	Hobart (Flexible)

INTEGRITY COMMISSION OBJECTIVES

The objectives of the Integrity Commission (the Commission) are to:

- improve the standard of conduct, propriety and ethics in public authorities in Tasmania
- enhance public confidence that misconduct by public officers will be appropriately investigated and dealt with, and
- enhance the quality of, and commitment to, ethical conduct by adopting a strong, educative, preventative and advisory role.

The Commission achieves these objectives by:

- educating public officers and the public about integrity
- assisting public authorities to deal with misconduct
- dealing with allegations of serious misconduct or misconduct by designated public officers, and
- making findings and recommendations in relation to its investigations and inquiries.

WORKPLACE VALUES

The Integrity Commission always acts independently and in the public interest. We strive to be a positive influence and an agent for change within the public sector.

Our core values are:

- Respect
- Accountability
- Professionalism
- Collaboration
- Trust

The reflection of these values in our workplace behaviour will result in the Commission being a positive influence for change and, both personally and professionally, a rewarding place to work.

POSITION OBJECTIVE

The Research Officer will run, develop and use data analysis tools to understand and interpret data produced by the Commission's education and training workstream, alongside other survey data analysis and desk reviews of literature and administrative data. They will integrate the Commission's data to enable more informed and timely strategic decision making, operational improvements and better client outcomes.

Conceptual and analytical analysis and identification of industry trends that can help shape the Commission's research, education and training programs to meet the future needs of our clients.

The person

The occupant will have personal attributes that emphasise integrity and high standards of ethical behaviour in the workplace, in addition to the requirements of the State Service Principles. We expect the occupant to abide by the workplace values endorsed by the staff of the Commission.

The occupant of this position will have advanced tertiary-level quantitative and qualitative research skills, ideally including knowledge of program evaluation. They will be able to synthesise information and repackage it into plain language effectively. The occupant will liaise with external stakeholders and work closely with other team members to achieve goals and meet deadlines.

The occupant must have the flexibility required to work in a small agency that may require its employees to work above or below the immediate scope of their position to deliver services and desired outcomes.

DUTIES

- (1) Responsible for collecting, analysing, and presenting facts and figures relevant to the Misconduct Prevention Unit education workstream, to be communicated back to stakeholders and shared with the public.
- (2) Undertake complex statistical and qualitative analysis to address research questions in misconduct and corruption identification, prevention, integrity, and public trust.
- (3) Support the achievement of research outcomes by undertaking a range of research and investigative tasks, including administering questionnaires, data collection, input and analysis and preparing results following established research objectives, timeframes and protocols.
- (4) Monitor and evaluate the performance of the Misconduct Prevention unit to map patterns and trends and prepares recommendations for continuous improvement.
- (5) Prepare a range of high quality, advisory materials including briefings, reports, policy papers, findings and recommendations, and submissions.
- (6) Investigates, evaluates, prepares reports, briefs, and other materials based on original research topics.
- (7) Identify and implement areas for improvement in the Misconduct Prevention team relating to research and education approaches and procedures.

- (8) Maintain open and effective communication channels with colleagues, research collaborators and other stakeholders to support and facilitate research objectives and resolve issues as they arise.
- (9) Coordinate data integrity audits and data cleansing activities to ensure data quality is maintained and improved where possible whilst also ensuring systems are compliant with best-practice cybersecurity standards.

LEVEL OF RESPONSIBILITY AND DIRECTION

The occupant of this position will:

- Undertake designated complex research and evaluation projects and deliver outputs on time and to a high standard.
- The occupant is expected to provide thorough, accurate, and timely research and advice and develop proposals and recommendations for consideration by senior management.
- Contribute to the strategic direction of the Misconduct Prevention unit in line with the unit's operational plan.
- This position reports to the Senior Consultant – Research Evaluation and Reporting. The occupant is expected to exercise a high degree of independence and autonomy to deliver specialist expertise.

SELECTION CRITERIA

1. Well-developed project and self-management skills, including the proven ability to develop, plan, manage, and implement various tasks concurrently within a given timeframe.
2. Contemporary knowledge of data analysis and visualisation techniques, report and dashboard design and development, coupled with the proven ability to understand and apply statistical data and research skills in order to provide evidence-based and strategic policy advice.
3. Show initiative, flexibility, adaptability, problem-solving and organisational skills with a "can do" attitude whilst also being a team player with a passion for efficiency, an appetite for learning, and a commitment to teamwork.
4. Demonstrated high-level written and verbal communication skills with the ability to communicate complex data analytics in plain language and effectively work collaboratively with a diverse group of internal and external stakeholders.
5. Demonstrated ability to multi-task in a high volume and deadline-driven environment whilst maintaining a high standard of work, being outcomes-focused and capable of exercising good judgement.
6. Advanced knowledge of IT systems and reporting tools, including detailed knowledge of statistical software applications such as SPSS, R, Stata, and SQL.

Desirable requirements

- Tertiary qualifications in a relevant field or demonstrated relevant experience.

Essential requirements

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

- (1) Checks for criminal charges, convictions or findings or guilt for;
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy.
- (2) Disciplinary action in previous employment.
- (3) Identification check.

WORKING ENVIRONMENT

Employment in the State Service is governed by the *State Service Act 2000* (the SSA). Employees of the Commission must uphold and comply with the State Service Principles (section 7 of the SSA) and the Code of Conduct (section 9 of the SSA).

The Commission is committed to high-performance standards in applying contemporary management practices and principles, including workplace health and safety and workplace diversity. The Commission has endorsed a set of values that are implemented throughout the workplace.

The Commission recognises and uses the diversity of the community it serves. In doing this, it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

All Commission employees are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All Commission employees are expected to participate in maintaining safe working conditions and practices by:

- conducting their work in a safe manner such that it does not put themselves or others at risk,
- complying with any reasonable instruction in WHS policies, procedures and instructions, and
- reporting hazards, near misses, and incidents to their supervisors.

The Commission implements a Flexitime Policy, enabling employees to take advantage of flexible working arrangements.

All Commission employees are responsible for participating actively and constructively in discussions regarding performance and implementing agreed outcomes according to the Commission's performance management policies and strategies.

Smoking is prohibited in State Government workplaces and vehicles.