

## Position Description

# Senior Research Officer – Amplify Social Impact

*Position Number: 00062542*  
*Position Title: Senior Research Officer – Amplify Social Impact*  
*Date Written: May 2018*

*Faculty / Division: Business School*  
*School / Unit: Centre for Social Impact*  
*Position Level: 7*

## ORGANISATIONAL ENVIRONMENT

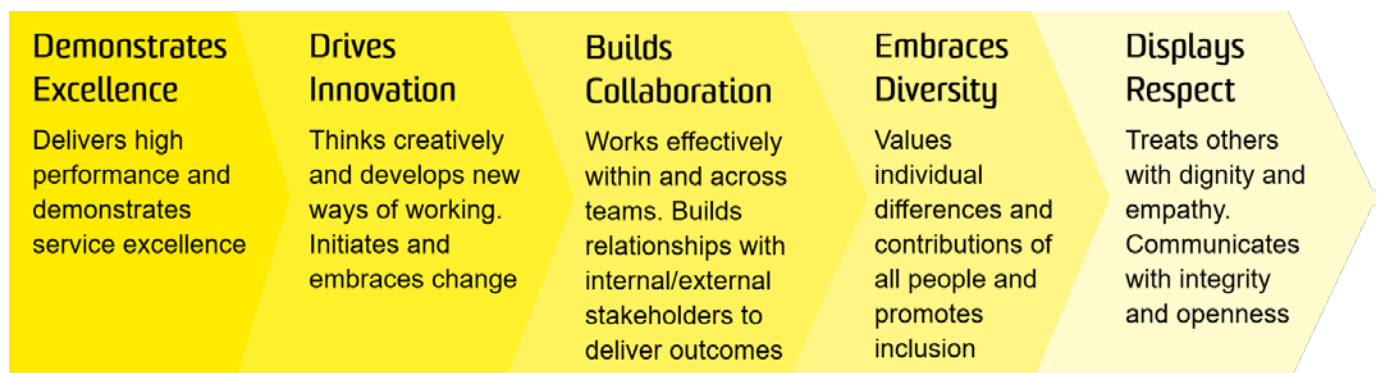
UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 15,000 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons and other business leaders.

The Business School's reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement, and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: <https://www.business.unsw.edu.au/>

The **Centre for Social Impact (CSI)** is a national research and education centre dedicated to catalysing social change for a better world. CSI is built on the foundation of three of Australia's leading universities: UNSW Sydney, The University of Western Australia, and Swinburne University of Technology.

Our **research** develops and brings together knowledge to understand current social challenges and opportunities; our postgraduate and undergraduate **education** develops social impact leaders; and we aim to **catalyse change** by drawing on these foundations and translating knowledge, creating leaders, developing usable resources, and reaching across traditional divides to facilitate collaborations.

The Centre operates in alignment with the UNSW Business School and is a critical work unit responsible for delivery of academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

Based in Sydney's CBD, CSI's UNSW office comprises research, education, and operations teams, a national marketing & communications team and the national CSI CEO. CSI UNSW also has an office at the UNSW campus in Kensington.

Amplify Social Impact (Amplify) is an innovative, world-first solution to tackle the root causes of complex social problems to create a more equitable and just society. Amplify will catalyse and facilitate sustainable systemic change, by creating an approach and online platform that will help move the sector away from siloed responses. Amplify aims to address complex social issues via a three-pronged approach:

1. Development of a research agenda to produce rigorous evidence about key social issues (the Evidence Base),
2. Engagement of industry partners across the business, social business, not-for-profit, academic, and government sectors to identify and pursue innovative solutions (Connecting and Convening for Systems Change Events), and
3. Development of an online platform for: understanding if, where, and for whom social problems exist via the Australia's Social Pulse tool, accurately measuring social impact via the Indicator Engine tool, and reporting and benchmarking social outcomes via the Yardstick tool.

The Senior Research Officer – Amplify Social Impact will be responsible for updating and expanding social demographic data (from HILDA (*the Household Income and Labour Force Dynamics in Australia survey*), ABS (*Australian Bureau of Statistics*) and other sources) reported in Australia's Social Pulse, developing and refining the database management supporting documentation. They will have excellent quantitative and data dissemination research skills and conduct research that contributes to CSI's strategy and research program including the measurement and reporting of social impact. These objectives will help to increase the centre's reputation for research leadership in social impact by establishing a strong, thriving, high quality research environment.

The role of Senior Research Officer - Amplify Social Impact reports to the Manager – Amplify Social Impact and has no direct reports.

Other Key UNSW relationships include: UNSW Program Office; relevant UNSW Faculty staff.

External stakeholders: Industry, corporate, government and not-for-profit partners. CSI Directors and staff at UWA and Swinburne.

## RESPONSIBILITIES

- Develop, refine and maintain the ASP database management system and Master Data Spreadsheet for ABS, other, and HILDA data
- Develop and submit the HILDA ethics application
- Oversee collection of data from HILDA, ABS, other sources, and any CSI reports, run regressions and analyse on an ongoing basis for insights, developing new reports and updating website.
- Update and revise Australia's Social Pulse reports with the new data and findings.
- Add new indicators, domains or datasets to the Australia's Social Pulse database, including updating database management procedures and coordinating receipt of dataset extracts from agencies when needed
- Undertake quantitative (and, if appropriate, qualitative) research and evaluation as well as other research tasks such as, literature reviews, data analysis and writing in areas that contribute to CSI's strategy and research agenda;
- Manage collection, coding and quality of data and evaluation procedures;
- Contribute to the team dissemination of data (e.g. online, writing reports, journal articles or other publications, and at workshops and conferences);
- Manage and lead small research and evaluation projects and assist in the coordination of larger projects; organise and oversee research milestones, meetings with partners and the project team;
- Participate in the preparation of research proposals and funding applications;
- Develop, and manage strong working relationships with key stakeholders internal and external to CSI and ensure CSI and UNSW is well represented;
- Actively participate in relevant research events (eg workshops and conferences);
- Contribute to CSI's educational offering through research, teaching and/or facilitation as directed by the Manager – Amplify Social Impact
- Undertake such other duties as are requested by the Manager – Amplify Social Impact and/or Research Director or their delegate; and
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

## SELECTION CRITERIA

- A degree in Social Science (quantitative) or discipline relevant to CSI with subsequent relevant experience or an equivalent level of knowledge/experience gained in a relevant professional field including:
  - Social, demographic, or economic measurement techniques;

- Statistical methods;
  - Indicator Development
- High-level quantitative data analysis and research skills
- High-level quantitative data management skills and a proven record in the management and use of large datasets/databases
- Experience with Stata, SPSS, Excel, Access, or other quantitative database software
- Demonstrated ability to work with, write for, communicate with, and present to a range of audiences regarding quantitative statistics and research findings
- Proven effective stakeholder engagement (internal and external), ability to act with tact and discretion in dealing with sensitive and confidential matters.
- Proven negotiation skills and demonstrated experience in pursuit and preparation of written tenders and EOIs for research grants / funding.
- Demonstrated high-level of initiative and flexibility, team-oriented independence and problem-solving ability to meet strict and competing deadlines.
- Knowledge and understanding of responsible conduct of research, willingness and capacity to implement required OHS policies and safe work practice and ability to implement equal opportunity and diversity policies and programs

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*