

Position Description

Position Title	Implementation Specialist
Mode of Employment:	Full Time (Negotiable)
Time Fraction:	1 FTE (Negotiable)
Reports to:	Senior Implementation Specialist
Positions reporting to this position:	Nil
Classification: Annual Salary:	PRC Level 3 Specialist Range \$86,000 - \$90,000 plus 9.5% superannuation
Review:	July 2017
Working Relationships	<ul style="list-style-type: none"> Internal; works collaboratively across Practice Areas. External: liaise with external project partners and agencies.
Other conditions	<p>All staff are required to:</p> <p>Have strong IT skills including a sound working knowledge of word processing, Internet and e-mail applications.</p> <p>All staff are required to sign an Intellectual Property Agreement and undergo successful Working with Children and National Police Checks prior to appointment. National Police Checks are then required every 3 years.</p>

Position Overview

The primary function of the Implementation Specialist is to support agencies to successfully implement evidence-based programs, practices and service models. The Implementation Specialist will assist client organisations in a variety of ways including: consultation, provision of training, post-training support, facilitation of local implementation teams, field observations, and supporting the establishment and operation of continuous quality assurance mechanisms. The Implementation Specialist will also contribute to project management, research and evaluation activities, and production of papers and publications depending on the nature of the projects allocated.

About the Parenting Research Centre (PRC)

The Parenting Research Centre seeks better outcomes for children by increasing effectiveness and fostering innovation in the way families are supported in their parenting. We work collaboratively with our clients to deliver tailored, outcomes-focused solutions based on the best available evidence.

We bring scientific rigour to the practical task of improving the quality and effectiveness of services and supports provided to children and families. We help our clients to solve problems and achieve their intended outcomes by:

- undertaking rigorous analytical, evaluation and quality improvement research
- making evidence accessible and useful to decision makers through best-practice knowledge synthesis, translation and exchange
- improving service quality and effectiveness with evidence-informed practice design and implementation support.

We are an independent, not-for-profit organisation and work with governments and community organisations in the fields of health, education and welfare.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others

Personal Competencies Required	Position Competencies Required
Integrity, professionalism and strong professional ethics.	Knowledge of and a commitment to the values of PRC.
Commitment to producing work of high quality.	Experienced in producing quality outcomes according to planned timelines.
High levels of motivation and energy.	High productivity.
Ability to be proactive and positive in solving problems.	Demonstrated decision-making and problem solving skills.
Commitment to teamwork.	Demonstrated communication and Interpersonal skills including effective collaboration and contribution of ideas to achieve the desired end result.

Enthusiasm for contributing to a learning environment.	Demonstrated ability to work in multidisciplinary setting and experience in effective negotiation and problem resolution.
Commitment to ongoing professional development.	Clear understanding of own development needs, and commitment to continuous improvement, WH&S and Equal Opportunity principles.

Key Responsibilities

1. Engage in a diverse range of activities that result in the effective implementation of evidence-based programs, practices and service models including:
 - Assisting in determining training/development needs of practitioners/supervisors, and designing training and coaching approaches for provider agency staff in use of evidence-based practice or programs
 - Coordinating training/development activities, including scheduling, preparation and communication with client personnel regarding logistics, etc.
 - Providing high quality initial training to practitioners and supervisors
 - Conducting regular post-training consultations with practitioner/supervisor teams.
 - Conducting regular field observation reviews of practitioners and supervisors, demonstrating, observing and providing direct feedback to practitioners and supervisors in a manner suited to facilitate skill acquisition
 - Facilitating and building the capacity of local Implementation Teams
 - Assisting in establishing, then monitoring and revising quality assurance processes, including the collection of process and outcome data, and then observing, analysing and reporting on program adherence processes and measures
 - Assisting in designing, and then delivering other implementation support activities according to needs and resources of project partners (e.g., staff selection support, support to use data to help decision making during program delivery)
 - Supporting the development and maintenance of strong stakeholder relationships
2. Conducting project planning and delivery activities including but not limited to:
 - Project planning and organisation
 - Analysing qualitative and quantitative data
 - Preparing reports
 - Preparing papers for publication in the scientific literature
 - Preparing material for Centre publications (e.g., PRC e-News) and websites
3. Other duties as required

Key Selection Criteria

Essential

1. A strong philosophical commitment to the scientist-practitioner model, and the development and dissemination of evidence-based practice
2. Post-graduate qualification in psychology
3. Substantial prior experience in service delivery using empirically supported interventions
4. Experience administering, scoring and interpreting psychological assessment tools and measures
5. Clinical competence in family therapy, behaviour therapy, child development, and parenting interventions
6. Demonstrated experience/ability to carry out project work and demonstrated ability to deliver high quality outcomes within tight time frames
7. Excellent interpersonal skills and ability to engage with a wide range of professionals and other stakeholders, including the delivery of professional development and training events.
8. High-level written and verbal skills, and ability to prepare high quality documents (such as, correspondence, reports and presentations)
9. Ability and willingness to contribute to the work of the team and to travel intra- and interstate

Desirable

1. Experience working with a diverse client group and demonstrated capacity to overcome obstacles and challenges to service delivery in different jurisdictions; (e.g., in the Northern Territory, regional NSW, etc.)
2. Current knowledge of empirical research in child maltreatment, parenting and parenting support for high risk populations
3. Current driver's licence

Approvals

Employee's signature: _____ Date: ____/____/____