

## Position Description

POSITION TITLE	<b>Project Officer – Researcher, Aboriginal Family Violence Workforce</b>		
REPORTS TO	Practice and Development Manager	WORK AREA UNIT	Programs, Training and Development Team
FULL OR PART TIME	Part time FTE 0.4 Fixed term - 9 months	PRIMARY LOCATION	Croydon
DIRECT REPORTS	Nil	JOB CLASSIFICATION	Level 4

### About the Role:

This position is new, within a growing Programs, Training and Development team in BWAHS. Project Officer – Researcher, Aboriginal Family Violence Workforce will be required to support the development of BWAHS evidence-informed training by conducting annotated literature reviews and developing resources to support a range of family violence training programs and activities. The Project Officer – Researcher, Aboriginal Family Violence Workforce will be supported and mentored in their role.

Project Officer – Researcher, Aboriginal Family Violence Workforce will collaborate with colleagues and will have the full support of the BWAHS Practice and Development Manager and the Program Technical Consultant.

The position will report to the Practice and Development Manager and work in close contact with the Training and Education Lead, Technical Consultant and members of the Training and Development team. The role will also liaise with the wider community, ACCO contacts and education providers under the supervision and direction of the Practice and Development Manager. This position will also work alongside a qualitative and quantitative research project within the team and has day-to-day engagement with the Project Officer – Research Assistant for the purposes of information sharing and coordination of joint and related activities.

### Key Accountabilities

The position is responsible for working in conjunction with the Team to deliver results of research and evaluation activities to the project within the project timeframes. These duties include responsibility for:

- Perform literature review/s of current and historical information sources specific to the project subject matter, including government reports, policy statements, issues papers and resources produced by organisations, using established academic guidelines for such reviews

- Production of an annotated bibliography and literature review for the project against established procedures and academic guidelines for these documents
- Contribution to peer-reviewed papers, and publications, reports and briefing papers as required
- Assist in the establishment and ongoing coordination of a research committee and project steering group
- Assisting with the publication of practice manuals for the project
- Contribution of content to bi-monthly publications as per the project stakeholder engagement objectives
- Contribution to workshops associated with stakeholder engagement, project consultations and workforce capacity building
- Participating proactively in team project initiatives
- Support to other team members in periods of high demand and during periods of absence.
- Participation in project groups and attendance at events
- Maintain OH&S practices
- Undertake other duties as directed

#### Key selection Criteria

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- **Demonstrated awareness and appreciation of Aboriginal societies and cultures**-and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- **Research skills** – Demonstrated ability to identify understand and research key issues in Aboriginal family violence and the work of family violence practitioners, international and Australian policies and programs
- **Collaborative practice** – able to work together with colleagues in a culturally safe and respectful manner to meet objectives and outcomes of their role
- **Project management skills** –task breakdown and scheduling; communication management, risk management.
- **Reflective practice** –capacity to reflect on own practice; commitment to professional development in research
- **Interpersonal competence** – highly developed written and verbal/listening communication skills; negotiation skills; conflict resolution skills

#### Qualifications and experience

- Undertaking or having completed a higher degree or post-graduate qualification in a relevant field such as education, social work, health or similar
- Some experience in research including conducting literature reviews and engaging with organisations and government departments
- Experience with library databases and search engines
- Experience in and/or ability to develop the knowledge and skills to apply ethical practice and principles in research and evaluation involving Aboriginal and/or Torres Strait Islander peoples

#### Highly desirable qualifications and experience

- Experience facilitating workshops and consultations with Aboriginal community members and organisations
- Significant experience in evaluation within the human services field
- Knowledge of the community services sector in Victoria, service delivery by Aboriginal Community Controlled Organisations and Victorian Government reforms regarding self-determination and family violence
- Specific knowledge of family violence programming within Aboriginal context, and experience in researching family violence programs and services

#### OTHER REQUIREMENTS

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- Understanding and commitment to privacy and confidentiality with all matters within an organisation.
- Current Victorian Driver's Licence.
- Hold a satisfactory Police Check and a Working with Children's Check or willingness to obtain the checks.
- Current basic first aid qualification or the willingness to obtain the qualification.
- Willingness to undertake occasional rural and regional travel.

#### KEY ATTRIBUTES FOR ALL EMPLOYEES

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- ***Commitment to BWAHS Vision, Mission, Values and Principles*** – All employees must demonstrate commitment to the organisation's Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans.
- ***Self- Assessment and Reflection*** – the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness, and relationship management, to contribute to a more effective and supportive organisational culture.
- ***Ethical*** – Reflects expected standards of behaviour and/ or Codes of Ethics.
- ***Culturally Aware*** – values social inclusiveness as a strength and positively utilises diversity.
- ***Communication and collaboration*** – Works with others to achieve common goals and disseminates information using appropriate media/ language to the right people at the right time.
- ***Accountability*** – Individual responsibility to deliver services with the relevant legislative and regulatory framework and in accordance with sound professional practice and business/ service management practice.
- ***Consumer/ Client focussed*** – Prioritises the needs of clients and the aims for the best outcomes for clients.
- ***Work Health and Safety*** - All employees will perform their duties in accordance with BWAHS Work, Health & Safety policy.
- ***Privacy and Confidentiality*** - All employees will perform their duties in accordance with BWAHS *Privacy and Confidentiality policy*.