

Position Description

POSITION TITLE	Project Officer – Research Assistant		
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 3

About the Role:

This position is new, within a growing Programs, Training and Development team in BWAHS. Project Officer – Research Assistant will be required to support the development of BWAHS evidence-informed training by designing and implementing pilot evaluations of a range of family violence training programs and activities. The Project Officer – Research Assistant will be supported and mentored in their role and will work in a well-defined evaluation framework. The Project is scheduled to be completed over 9 months and is a discrete program of work to evaluate and document evidence and feedback associated with teaching pedagogy and design and delivery of family violence education to the sector.

Project Officer – Research Assistant will take a highly participatory approach to evaluation design and delivery, which will see them in collaboration with colleagues develop models of data collection tools, data collection and analysis, reporting, and supporting program reflection based on evaluation findings. The Project Officer – Research Assistant will work within an established evaluation framework and will have the full support of the Practice and Development Manager and the Program Technical Consultant.

Key Accountabilities

Under general direction 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 using guidelines and procedures which are well established. These duties include responsibility for:

- Input to the design of data collection tools in conjunction with the Training and Education Lead and Project Officer/s
- Collaborative evaluation of education programs, using Aboriginal led decision-making practices
- Consultation formally and informally with Aboriginal staff to seek advice on culturally appropriate evaluation design and implementation
- Pilot of evaluation activities, including coordination of data collection, documenting evidence through interviews, focus group discussions and other evaluation activities

- Participate in and contribute to pilot project evaluation data and communicate evaluation findings in accessible language and formats under the direction of the Manager
- Undertake engagement activities relating to pilot project evaluations, including ensuring that relevant stakeholders are kept informed of key developments; run evaluation working groups and report on evaluation progress; engage with external stakeholders or experts relevant to evaluations.
- Participate in team meetings, training and other relevant forums as required
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Maintain OH&S practices
- Undertake other duties as directed

Key selection Criteria

- **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
- **Collaborative practice** – able to work together with colleagues in a culturally safe and respectful manner to meet objectives and outcomes of their role
- **Evaluation practice** – Developing applying evaluation pilot strategies, working ethically, respecting contributing to the Training Program Team’s knowledge base
- **Project management skills** –task breakdown and scheduling; communication management, risk management.
- **Reflective practice** –capacity to reflect on own practice, commitment to professional development in evaluation
- **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 monitoring and evaluation, research and evaluation either qualitative and/or quantitative
- 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

- 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 evaluating family violence programs and services

OTHER REQUIREMENTS

- 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

- ***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*.