

	<b>Position Title:</b> Research Officer		<b>Team:</b> Research & Evaluation		<b>Region:</b> Take Two – Statewide
	<b>Supervisors:</b> Research & Evaluation Team Leader	<b>Delegations and Authorities:</b> In Line with Delegations Policy		<b>Band:</b> B	<b>Date Completed:</b> August 2019

## ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Take Two is an intensive therapeutic service for infants, children and young people who have suffered trauma, neglect and disrupted attachment. It provides high quality therapeutic services for families, as well as contributing to the service system that provides care, support and protection for these children. Take Two is a Victoria-wide service funded by the Department of Health and Human Services, auspiced by Berry Street in partnership with School of Social Work and Social Policy, La Trobe University, Mindful (Centre for Training and Research in Developmental Health) and the Victorian Aboriginal Child Care Agency (VACCA). It is also involved in partnership with other community service agencies to provide services to therapeutic foster care, Aboriginal therapeutic home-based care, therapeutic residential care and the Stronger Families service.</p> <p>Take Two is a Flagship of the Child Trauma Academy's Neurosequential Model of Therapeutics and is a leader in the field of providing a developmentally informed trauma specific service to children and their families.</p> <p>The TAKE TWO research and evaluation strategy aims to undertake a regular evaluation of the TAKE TWO program as well as contributing to broader knowledge and research regarding the client group and the issues confronting them.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> <li>• To assist in conducting a formative and summative evaluation of Take Two in line with the Research and Evaluation Strategy and ensure that the ongoing development of Take Two is informed by this evaluation.</li> <li>• In line with the agreed Take Two Research and Evaluation Strategy, assist with tasks such as literature reviews, data collection, data entry, data analysis, report writing, training and dissemination of research findings.</li> <li>• Contribute to specific submissions and projects related to the TAKE TWO client group and the broader field.</li> </ul>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont &amp;/or LaTrobe University office. It is part of the broader research partnership with La Trobe University which also includes the School of Social Work and Social Policy.</p> <p>This role reports to Research and Evaluation Team Leader who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p>

## KEY SELECTION CRITERIA

All Berry Street staff are expected to meet the following expectations:

- Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Demonstrated ability to provide a high standard of research activities, as a member of a Partnering team that joins Take Two and La Trobe University in joint projects of research and evaluation.
- Ability to write and contribute to submissions for government and private trusts, publications in reports and journals for publication
- An understanding of the complexity of the service system and the issues involved in providing services and conducting research in relation to statutory clients
- Demonstrated commitment to working collaboratively and the capacity to listen and consider others opinions, respectfully and tactfully negotiate and liaise with other agencies and stakeholders.
- Excellent written and oral communication skills including timely and accurate written reports and able to clearly articulate and engage with a range of audiences – children, families and caregivers and other professionals
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• Tertiary qualification in Psychology, Social Work or related discipline.</li> <li>• Please note: The scope of this position does not require the incumbent to practice as a 'clinical psychologist' or a registered occupational therapist and, as such, discipline specific registration is not a requirement. If the incumbent wishes to maintain registration it is at the incumbent's discretion and will not impact on the scope of this role.</li> <li>• Highly developed research skills in relation to data entry, data analysis and writing of results, findings and conclusions.</li> <li>• Well developed quantitative and qualitative data analysis skills, including use of programs such as SPSS, Endnotes, NVivo and Excel. Post Graduate training is preferred.</li> <li>• Well developed demonstrated ability to coordinate work in a context of competing demands.</li> <li>• Experience in working with children, young people, families and carers with a sound understanding of child development, trauma theory, attachment theory and systemic work. Demonstrated interest and knowledge in the impact of child abuse and neglect and of the child welfare sector.</li> <li>• Highly developed communication skills, including the ability to work collaboratively and liaise with all levels of Take Two staff and other professionals and carers</li> <li>• Ability to work calmly and consistently under pressure with capacity to manage competing priorities for self and others.</li> <li>• High level of understanding of State Government policy and legislation that relates to the Take Two client group, particularly in relation to child protection and out of home care. A sophisticated understanding of the complexity of the service system and the issues involved in providing services to statutory clients.</li> <li>• Cultural awareness and willingness to learn regarding Aboriginal children and the Aboriginal community and Culturally and Linguistically Diverse communities.</li> <li>• Commitment to innovation and collaborative work practices and a capacity to translate Berry Street's Values into practice.</li> <li>• Excellent written and verbal communication skills.</li> <li>• WWCC and satisfactory Criminal Records Check</li> <li>• Demonstrated commitment to a learning culture and continuous improvement. An understanding of the Australian Qualifications and Training Framework. Experience of working within the CQI frameworks of the Australian Council of Healthcare Standards would be an advantage.</li> <li>• Personal values consistent with the Values of Berry Street.</li> </ul>	<ul style="list-style-type: none"> <li>• A higher degree related to research.</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Research Activities	<ul style="list-style-type: none"> <li>• Contribute and work within the agreed research work plan, which involves a combination of qualitative and quantitative approaches, such as interviewing key informants, case studies, focus groups, analysis of outcome measures, stakeholder surveys and other data.</li> <li>• Demonstrated ability to organise data so that it can be analysed; quantitative and qualitative data analysis; literature reviews; and writing up of results, findings and conclusions.</li> <li>• Undertake literature searches and prepare annotated bibliographies and literature reviews.</li> <li>• To participate in the strategic planning within TAKE TWO that identifies how research supports TAKE TWO in meeting its overall objectives, especially in relation to clinical practice and service system improvement.</li> <li>• Conduct research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research.</li> <li>• Undertake data analysis relating to sensitive and confidential data</li> <li>• Attend meetings associated with research or the work of the organisational unit to which the research is connected and/or at school and/or faculty meetings and/or membership of a limited number of committees.</li> <li>• Develop a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff.</li> </ul>
Team Work	<ul style="list-style-type: none"> <li>• Ensure constructive and collaborative relationships are developed and maintained with key stakeholders associated with the TAKE TWO teams including La Trobe University.</li> <li>• Staff work in a team to ensure the work-place is a learning environment and are required to share and listen to others.</li> <li>• Participate in clinical development opportunities as these are learning opportunities to assist self and colleagues.</li> <li>• Contribute to the development of systems and processes to develop, implement and monitor research functions;</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Assist and prepare reports (verbal and written) for committees such as the Clinical Practice &amp; Research Working Group and other committees as required.</li> <li>• Update data bases as required and expected</li> <li>• Undertake administrative functions primarily connected with the area of research</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Supervise students as required</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• To competently represent the TAKE TWO Program in the professional community, for example at seminars and conferences.</li> </ul>
Self and Organisation	<ul style="list-style-type: none"> <li>• Participate actively in supervision. The Berry Street model of supervision encompasses management, support, development and mediation. It is not supervision to maintain professional standards. It is the forum to discuss clinical governance and risk and seek approvals and guidance as required.</li> <li>• Engage in workplace organisation training and initiatives of Take Two.</li> <li>• Engage in Communities of Practice and Friday Focus</li> </ul>

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Occasionally
	Sit at a computer or in meetings for extended periods.	Daily
	Present at conferences or other forums	Occasionally
People Contact	Liaise with government, non-government and community organisations.	Regularly
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasionally
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, overhead projectors, televisions, and electronic whiteboards.	Daily