

Position Description

This position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance objectives, measurements and expectations will be agreed with your Manager.

Position Title	Senior Research & Evaluation Officer
Department	Practice, Quality and Innovation team (PQI)
Reports To	Principal Researcher
Direct Reports	Nil
Position Type	Full Time
Location	Macquarie Park
Date	May 2020

Position Purpose

This position exists to help design, implement and report the findings of research and evaluation projects that measure the effectiveness of Relationships Australia NSW's (RANSW) services. The role will contribute to quantitative and qualitative research and evaluation; mentor and support clinicians, students and research officers in data collection activities; analyse data; and report findings in plain English.

Key Responsibilities

Research & Evaluation

- Proactively contribute to the design and implementation of RANSW's evaluation framework to ensure it is embedded across the organisation
- Support, organise, and facilitate the RANSW Human Research Ethics Committee in the role of Secretariat
- Design evaluation methodologies appropriate to the diverse range of clients and employees, considering: cultural safety, accessibility, and representation of marginalised voices
- Collect and analyse data for multiple programs from validated instruments and scales - K-10, SDQ, ORS, WAI or similar, combining these in mixed-methods approaches
- Develop, implement and monitor surveys and other evaluation tools, and analyse and report on the data collected
- Undertake statistical analysis using SPSS software and other similar tools
- In collaboration with the Principal Researcher and Business Analyst, monitor evaluation data
- Identify innovative methods of data collection – for example, ipads, chatbots, Survey Monkey etc
- Undertake quantitative data collection, analysis and reporting

Reporting

- Communicate the outcomes of evaluation projects in plain English through presentations, articles, reports, correspondence and other documentation as required
- Undertake literature searches and occasionally, systematic literature reviews
- Write applications for research funding and contribute to tenders as required

Awareness & Education

- Create awareness of research & evaluation to embed in programs across the organisation, that demonstrates the value and importance effectively measuring the work being delivered
- Support employees to understand evaluation methodologies and collect evaluation data
- Support capacity building of non-research employees to undertake evaluation and research tasks that support their practice

Key Relationships

Internal

- PQI team, senior business analyst, operational managers, RANSW Human Research Ethics Committee, all Relationships Australia (NSW) employees

External

- Ethics Committees, organisations that support the delivery of Research & Evaluation initiatives

RANSW Values

All employees are responsible for behaving in accordance with, and proudly promoting Relationship Australia NSW's values – Respect, Collaboration, Excellence, Courage and Safety.

SELECTION CRITERIA

Essential requirements:

- Post graduate research-based qualification in psychology, social science or related topic
- A minimum of 5 years work experience in research, ideally with quantitative and qualitative experience
- High level computer technology skills (Microsoft office and relevant research related software)
- Demonstrated experience in delivering quality research and/or evaluation outputs
- Excellent written/verbal skills
- High levels of discretion and an understanding of maintaining confidentiality and ethical standards
- A valid working with children check and a national criminal history check.

Desirable Criteria

- PhD in a field relevant to the work of RANSW
- Previous experience in supervising and training employees
- Previous work experience with a not-for-profit organisation

Key Skills & Attributes

- **Leadership** – has ability to influence, direct and guide employees; act as a role model; build strong relationships with all stakeholders; establish credibility and respect; demonstrate a high level of discretion and ability to maintain confidentiality; demonstrate maturity and professionalism
- **Interpersonal and Communication Skills** – demonstrates positive, respectful enquiry into the work of clinical and non-clinical employees; articulates complex research and evaluation tasks and information in non-academic terms; responds patiently and productively to employees' questions.
- **Knowledge** – excellent knowledge of Excel and SPSS; ability to learn and use other research-related

software, knowledge and understanding of research ethics.

- **Teamwork** – works collaboratively with the PQI team and General Managers to accomplish research goals that supports the delivery of the strategy and reinforce the RANSW values and vision.

Health and Safety

All employees are responsible for:

- Compliance with the Work Health & Safety policies and systems at RANSW
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly.
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.
- Assisting in timely completion of any corrective action items and reporting / investigation procedures.
- Participating in relevant health and safety induction, training and other relevant activities.

Please note: Relationships Australia NSW reserves the right to change job duties and responsibilities outlined in this Position Description at any stage in line with business requirements and needs.