

## Position Description

### Research Officer

#### Position summary

Reporting to the Clinical Operations Manager, the Research Officer's role is to initiate and implement The Buttery's Research and Evaluation Project. This project aims to set up and support a new Research and Evaluation Committee. The cross-organisational committee will be established to oversee and guide research and evaluation initiatives and ensure best practice. The committee's work will impact policy and practice and influence the future direction and planning of Buttery programs.

With the support of training from the University of Queensland, all committee members will undertake duties such as psychological research, literature reviews, development of survey instruments, data analysis, qualitative data analysis, data interpretation and report writing. The Committee will undertake a joint research project whereby they will:

- Identify a clear research question
- Seek sector input in evaluation question
- Create a program logic to show how an intervention may make a difference
- Identify appropriate measures to answer the evaluation question
- Share evaluation and findings, both within the organisation and externally with relevant stakeholders.

The Research Officer supports other teams across the organisation by providing advice and support to undertake various quantitative and qualitative research projects.

The role is hybrid and operates from both home and an office space.

#### Organisational relationships

**Direct reports:** Nil

**Internal and external relationships**

Internal relationships involves team and staff engagement and collaboration

External relationships may include families of choice and carers, HNC, NDIA, Primary Health Network professionals, clinicians, GP's, agents for housing, Aboriginal and Torres Strait Islander support organisations, Community Mental Health Service Providers and the broader community

Responsibilities	Outcomes
<b>Support the Research Committee</b>	
Support the creation and maintenance of a Research Committee	Invitations to meetings are sent in a timely manner.
	Agendas are created.
	Minutes are taken and filed appropriately.
	Members are supported to undertake research.
	Issues are followed up.
	Training with the University of Queensland is organised for the Committee to upskill Committee members in research methodologies, data collection and analysis, ethical considerations, and reporting.
<b>Conduct Research</b>	
Lead the development of quantitative and qualitative survey instruments.	There is evidence of data being sourced and gathered into a professional format.
Provide evidence-based information for use in advocacy.	Research and evidence-based information is translated into practice.
<b>Evaluation</b>	
Undertaking literature reviews.	Knowledge portal of up-to-date research, guidelines and best practice is maintained
Complete meaningful data analysis to inform reports and submissions.	Analysis of qualitative data is undertaken.
	Data interpretation and report preparation is undertaken.
<b>Produce and present Reports</b>	
Write quality accurate and cohesive reports and submissions.	Reports are accurate and results are verified.
Liaise with senior level managers on key findings.	Reports are presented in a cohesive and structured manner with executive summaries and supporting data.
	A quarterly report is provided to The Buttery's Clinical Governance Committee for response.
	Presentations are made on findings.
<b>Confidentiality</b>	
Maintain confidentiality of all data	Participants are de-identified.
Undertake Risk Assessments	Risk assessments are undertaken to ensure integrity and privacy of data
Maintain training records	There is evidence that all committee members have undertaken training in ethical evaluation practices as part of the MFSAS training and include participant consent for reporting and evaluation and managing privacy and consent.
Ensure there is compliance with all requirements.	Legislative, contractual and audit inspection framework requirements are met.

Responsibilities	Responsibilities
<b>Representation and Networking</b>	
Develop and maintain a working knowledge of relevant agencies/services.	Connections with Mental Health (MH) and AOD (Alcohol and other Drug) and primary health services and other stakeholders, including carers and other service providers are built and maintained.
Attend interagency and Buttery networking groups as directed.	Interagency and Buttery meetings are attended as appropriate.
<b>Administration and reporting</b>	
Maintain files and undertake other administrative tasks as required.	Accurate data input/reports are maintained and updated.
Collect data to support future programs.	Sufficient data is available to ensure there is evidence of the program's effectiveness.
	There is participation in research projects as required.
<b>Team support</b>	
Participate in informal and formal case conferences, staff meetings and planned meetings.	There is active contribution in meetings.
Work autonomously and as part of a team.	A strong work ethic, respect, punctuality and commitment to service is demonstrated to ensure all team members are well supported.
	Assigned tasks are conducted in a timely manner.
<b>General</b>	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive at Buttery sites and compliance with any pandemic directives and protocols.
	Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, confidentiality requirements, legislation and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, confidentiality requirements, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.
	All mandatory training programs and team meetings are attended.

	There is mandatory reporting of any suspected incidents of child abuse.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	Interactions with colleagues, participants and stakeholders are undertaken in a courteous manner.
	Cultural and linguistic and gender diversity is supported and there is evidence of efforts to encourage inclusion.
	There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the Clinical Operations Manager	

## Selection criteria

### Qualifications and checks

- Bachelor's degree or higher in Psychology, Sociology, Social Science or a related discipline
- Current and valid Driver's Licence with an ability to undertake regular travel around the Northern Rivers region
- A satisfactory Criminal Record Check and Working with Children Check
- Current COVID vaccination and current First Aid certificate

### Professional skills and experience

- At least 12 months experience in a research environment with an understanding of research methodologies in the social sciences
- Experience with project management in a community services or research environment.
- The ability to contribute to the development of research and consultation processes including the design, data collection and analysis of data.
- Demonstrated ability to prepare high quality written materials including reports, briefing papers and correspondence
- Significant experience supporting teams to reach goals and managing stakeholders
- Demonstrated proficiency using the Microsoft suite, a variety of databases and video conferencing tools such as Zoom/Teams/Health Direct.
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

### Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of resilience to manage psychosocial demands, complex clinical issues and exposure to crisis situations
- Self-reflective with the ability to review own work practices and maintain professional boundaries

## Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment.

I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_