



Project Research Officer Position Description

Position title:	Project Research Officer
Location:	Brisbane, Spring Hill
Reports to:	National Influencing Manager
Salary Range:	SCHADS 5.1 plus superannuation
Hours:	Casual as required

Position Statement

Primary Purpose of the Position

To fulfil the organisations strategic objectives through supporting the facilitation of the “voice” of children and young people in effective systems advocacy that influences public policy and improves outcomes for children and young people in care.

To actively participate in the Influencing Stream of CREATE Foundation to effectively communicate CREATE’s key messages internally and externally.

Position context and specific job requirements

- Work effectively in a small team, in a fast- paced environment, with many competing deadlines.
- Assist in collecting information from children and young people, and/or the OOHC sector to inform CREATE’s consultations. This includes conducting interviews and participating in meetings or small groups with children and young people to hear and document their voices.
- Collate and analyse data utilising the Survey Monkey platform.
- Prepare quality/accurate reports utilising CREATE’s established templates and Style Guide. Prepare or assist in developing submissions, briefing papers and correspondence.
- Maintain a comprehensive understanding of issues and trends in the out-of-home care sector.
- Contribute to the organisations research and consultation agenda and assist the process as outlined in the specific project plan and /or individual work plans.
- Assist in the promotion of CREATE’s advocacy position to key stakeholders
- Assist in the implementation of policy, research and advocacy initiatives.
- Participate as an active member of the Influencing Committee as required.

Position Specifications

Key Result Areas

1. Complete meaningful data analysis to inform reports and submissions.
2. Write quality accurate and cohesive reports and submissions.

3. Engage productively with children and young people to elicit their views.
4. Meet stated deadlines.
5. Contribute to a positive organisational culture, and ensure adherence to Child Safe Standards and cultural safety.

Direct Reporting Relationships

This position reports to the National Influencing Manager

Key Relationships

Internal

- a) National Influencing Manager
- b) Executive Director (Research)
- c) Influencing Officer
- d) Research Officer
- e) State Coordinators
- f) Marketing and Communications team

External

- a) Out-of-home care sector peak bodies / organisations
- b) Government and non-government agencies

Organisational Citizenship and teamwork

- Demonstrate an active commitment to CREATE Foundation's mission, vision and core principles.
- Act in the interests of CREATE by understanding, representing and supporting the organisations vision and organisational position positively to all stakeholders, both internal and external.
- Act with a high level of integrity, including liaising with stakeholders in a professional, respectful and constructive manner and protecting the privacy and confidentiality of information as required by law and policy.
- Participate in, and assist in the development of, national CREATE initiatives, projects and events

Key challenges of the role

- Promoting and advocating the rights of children and young people and facilitating their "voice" in policy development whilst being predominantly funded by the government sector.
- Various competing timelines and demands.
- Frequently changing environment.

Selection Criteria

All applicants MUST:

Respond to the selection criteria in full and Successfully undertake security checks to ensure that they are suitable to work with children (Blue Card or equivalent and/or Police checks).

1. Possess a minimum of a Bachelor Degree in Human Services, Psychology, Sociology, Social Science or a related discipline coupled with at least 3 years' experience in a policy or research environment.
2. Demonstrated understanding and experience in working in a research environment. Including understanding research processes and possessing 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.
3. Demonstrated knowledge of the out-of-home care sector (child protection) in Australia.
4. Demonstrated high-level written and oral communication skills including the ability to communicate in an age appropriate and culturally sensitive manner. Ability to engage productively and respectfully with children and young people is essential.
5. Ability to work autonomously and meet deadlines.